

**CITY OF CEDARBURG
LIBRARY BOARD
March 11, 2025**

**LIB20250311-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, March 11, 2025, 7:00 p.m. in the Staff Lounge located on the 2nd floor of the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:05 p.m.

ROLL CALL: Present – Michael Maher, Cassandra Bartelme, Council
Member Melissa Bitter, Joycelyn Russo, Meghan O’Driscoll
(arrived 7:10pm)

Excused – DeWayna Cherrington, Superintendent Jeridon Clark

Also Present - Library Director Linda Eastwood

STATEMENT OF PUBLIC NOTICE

It was acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

Motion made by Melissa Bitter, seconded by Joycelyn Russo, to approve the February 11, 2025 Library Board minutes. Motion carried without a negative vote with DeWayna Cherrington, Meghan O’Driscoll, and Superintendent Jeridon Clark excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Linda received a \$3000 grant to go to the American Library Association conference in Philadelphia and \$1000 to send a staff member to the Wisconsin Association of Public Libraries conference.

Friends of the Library were asked for \$500 for vinyl records and \$600 to pay Inga Wintscher from the PBS show Around the Farm Table to come and present and cook at the library. They have agreed to provide these donations and that is included in the revenue.

With two members out on FMLA, there will be some salary savings.

For 2025, the library budgeted to use \$36,428 of the fund balance, but 2024 ended up under budget by almost \$50k, so the available fund balance is greater than expected. So going into 2025, the budget is looking really good.

There have been a lot of backorders with Baker and Taylor so the library staff have been ordering from Amazon. The prices are similar but Baker and Taylor will process the books for the library (add the dust jackets, the labels, etc.)

Motion made by Meghan O'Driscoll, seconded by Joycelyn Russo, to approve the February 2025 Bills and Financials. Motion carried without a negative vote with DeWayna Cherrington and Superintendent Jeridon Clark excused.

REPORTS

Director's Report

One staff member was on leave, then returned for 3-4 weeks, and is now out for another surgery and on leave until April 21. She set up all the marketing before she left. Another staff member is on FMLA until April 1. This week there are lot of absences, down 104 hours. Fortunately, staff members do a great job supporting each other. There is a planned Brewers opening day tailgate at the library. A new 12-hour/week aide, Kelly Ann Darcy, has been hired to replace Don who retired. Annual reviews for all fulltime staff were completed.

Linda is considering hiring an intern from the UWM Master's in Library Sciences program to assist Anthony with his projects. This would be a temporary position and could be funded with the salary savings from the current FMLA. Other ideas were to go through the Career program at the high school, getting a high school volunteer, or hiring a temporary employee from a temp agency. Linda will discuss this idea with Mikko at the City to learn about the process that needs to be followed.

The library staff has a team for the CJWC Bosom Buddy run/walk in April.

Linda is hosting the Director's Council meeting on March 13. John Katzka is the VP of the Monarch Library System and will be presenting.

FOTL fundraiser at Toast made \$700 and there is another Dine Out Do Good this Thursday, 3/13 at New Fortune. The recent book sale made \$1900. Cedarburg Reads is working on picking a new title for 2025. Cribbage Tournament is April 26.

Computers have been replaced and LED lights are in process of being replaced.

Memory Café is a popular event as is the Afternoon Tea Book Club. Antique Appraisal was a big hit too.

The Cedarburg Authors' Circle is putting together a literary journal that will be available as hard copy and online. There are a steady number of 12-15 authors or budding authors who are a part of this group. The first issue will hopefully be released in May 2025. A new non-fiction book club is starting.

There is a reading group at Webster and CHS called "Society of Stories" that is gaining popularity. Culvers is offering free scoop of custard for reading 5 books and a free meal for reading 10 books.

There has been a notable increase in new patrons coming into the library, likely from the new housing developments and apartments.

School Report

No report. School representative is absent.

NEW BUSINESS

Discussion on Cedarburg Public Library three (3) year Strategic Plan 2025-2027

The results of the 5-year strategic plan were outstanding. One goal for the 3-year plan is to focus on building improvements. This includes physical appearance (painting/touching up, new bench in the entry area). Another focus for building improvements is to be more accommodating to the older population, such as providing carts or a walker with a basket.

The second goal is to improve the library's collection. Since budget isn't increasing, the staff will look for opportunities for grants and donations.

The third goal is advocacy. This includes encouraging people to join the FOTL, increase giving, and working with the FOTL for ways to advocate for the library in the community.

Motion made by Meghan O'Driscoll, seconded by Joycelyn Russo, to approve the 3-year strategic plan for 2025-2027. Motion carried without a negative vote with DeWayna Cherrington and Superintendent Jeridon Clark excused.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to adjourn the meeting at 8:05 p.m. Motion carried without a negative vote with DeWayna Cherrington and Superintendent Jeridon Clark excused.

Kassandra Bartelme
Secretary