

**CITY OF CEDARBURG
LIBRARY BOARD
NOVEMBER 14, 2024**

**LIB20241114-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Thursday, November 14, 2024, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:04 p.m.

ROLL CALL: Present – Michael Maher, Meghan O’Driscoll,
DeWayna Cherrington, Kassandra Bartelme, Council Member
Melissa Bitter, Joycelyn Russo, Superintendent Jeridon Clark

Also Present - Library Director Linda Eastwood, Assistant Library Director
Anthony Sigismondi

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 DeWayna Cherrington, seconded by Melissa Bitter, to approve the October 23, 2024 Library Board minutes. Motion carried without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Library is trending under budget at the moment. Only a couple of bills were listed for November because it’s early in the month.

Motion made by Joycelyn Russo, seconded by Meghan O’Driscoll to approve the October 2024 Bills and Financials. Motion carried without a negative vote.

REPORTS

Director’s Report

Linda is celebrating her 11-year anniversary with the Cedarburg library. One 30 hour/week staff member will be out on medical leave for about 6 weeks this fall/winter. The patron survey results were summarized in the library board packet. See September and October minutes for the full summary. These will guide the library for the future. Staff in-service day is on Friday, December 13. The library will be closed. Joel Williams from the Cedarburg History Museum will come and share about Cedarburg history and history resources that are available. The afternoon will be spent updating their dementia training. Last training was 3-5 years ago. Linda shared a projected budget for the remainder of 2024. Revenue will be about \$40,000 above where budgeted, which includes

a higher-than-expected donations as well as the investment income which is new this year. Parttime wages will be lower than expected by about \$20,000. The health insurance will be over budget by about \$18,000. Publications and subscriptions were cut back due to other expenses. In summary, the library budgeted to use \$27,031 of the fund, but may end up \$16,348 over budget and not needing to dip into the fund balance. The fund balance will be needed to cover a 3% increase in salaries and health insurance without any extra funding from the city.

Friends of the Library had a Friendsgiving dinner on Tuesday. There is a new board member, Kelly Ann Darcy. She is fairly new to the community. Friends will host a cribbage tournament as a fundraiser on Saturday, April 26 at the American Legion from 1-4pm. There will also be a silent auction. Saturday, February 8 will be a Dining for Dollars fundraiser at Toast. The Friends will help with setting out luminaries in downtown Cedarburg on December 6. Board of Trustees members are welcome to join. Year to date, the book sales have brought in over \$25,000.

Linda hosted the four-county library directors' meeting this morning. The group talked about artificial intelligence (AI). There was discussion about having a speaker and/or panel to come and talk about AI and invite community members.

For the Jail Literacy event, Linda had a tour of the jail's library and learned how it's used and how inmates are getting an education.

School Report

The first quarter ended 11/1/2024. All elementary schools are doing their Scholastic book fairs over the next couple of weeks. The librarian is in her second year and it is going well.

NEW BUSINESS

Building & Technology Update by Anthony Sigismondi, Assistant Library Director

The priorities for 2025 include updating the lights to LED, a new HVAC controller, new automated faucets in the restrooms, realigning the front entrance door and fixing the emergency lights. They are looking at study room expansion. They are the most in-demand resource in the library. They have 330 reservations/month that are scheduled, not including walk-ins. They are looking at Pods versus building construction. Pods are moveable and can accommodate multiple individuals. They are also hoping to add technology to the study rooms. They are currently piloting ScreenBeam wireless display. They allow collaboration across connected devices and can be paired with displays and camera/sound bars. They are getting a quote for a new multifunction printer that can do copying, printing, and faxing as well as a remote printing option. Also looking at a few website updates, such as new integrations of the calendar, Vega, and adding a donations link/button for the FOTL.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:58 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary