

**CITY OF CEDARBURG
LIBRARY BOARD
JUNE 9, 2026**

**LIB20260609-1
APPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, June 9, 2026, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

1. CALL TO ORDER

The meeting was called to order by President Michael Maher at 7:02 p.m.

2. ROLL CALL

A. Michael Maher, Jean O’Keefe, Kassandra Bartelme, Council Member Kristian Lindo, Joycelyn Russo

Excused – Meghan O’Driscoll, Superintendent Jeridon Clark
Also Present - Library Director Linda Eastwood

B. Welcome and introduction of new members.

3. 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.

4. COMMENTS & SUGGESTIONS FROM CITIZENS

None

5. ELECTIONS

A. Election of President, Vice-President, and Secretary.

- a. President: Kassandra Bartelme made a motion to nominate Michael Maher as president. Seconded by Joycelyn Russo. Michael accepts the nomination. Motion carried without a negative vote with Meghan O’Driscoll and Jeridon Clark excused.*
- b. Vice-President: Michael Maher made a motion to nominate Joycelyn Russo for Vice President. Kristian Lindo seconded. Joycelyn accepts the nomination. Motion carried without a negative vote with Meghan O’Driscoll and Jeridon Clark excused.*
- c. Secretary: Kristian Lindo made a motion to nominate Kassandra Bartelme as Secretary. Joycelyn Russo seconded. Kassandra accepts the nomination. Motion carried without a negative vote with Meghan O’Driscoll and Jeridon Clark excused.*

6. APPROVAL OF MINUTES

A. Approval of May 12, 2026 minutes

Motion made by Michael Maher, seconded by Joycelyn Russo, to approve the May 12, 2026 Library Board minutes. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

7. APPROVAL OF BILLS AND FINANCIAL STATEMENTS

No expenses or income out of the ordinary. A check was received for the Sheboygan and Ozaukee counties which will show up in next month's report. The amount was \$265,153.54 and is for serving non-librarians residents. The book bike had a tune-up. Ingram which is the new bookseller is still struggling to keep up with demand. The library's staff is having to put book covers on the new books themselves. There was an animal service call due to a bird getting inside the building. Other expenses include experience passes that patrons can check out, such as to the Milwaukee Zoo and the Milwaukee Art Museum.

Linda explained the fund balance to the new board members. The balance is currently at \$172,000.

Motion made by Joycelyn Russo, seconded by Michael Maher to approve the May 2026 Bills and Financials. Motion carried without a negative vote with Meghan O'Driscoll, Jeridon Clark excused.

8. REPORTS

A. Director's Report

Linda shared that her mom passed away 1.5 weeks ago. Services will be July 31, 2026.

A Cedarburg resident who is an independent film maker is asking if he could film part of his film in the library after hours. He said it'd take 30 minutes. Discussion revolved around asking the film maker to come to the board meeting to present what the film is about. Linda will ask him to attend the July meeting and provide more information.

Linda will begin to work on the 2027 budget. She will put together a preliminary draft for the July board meeting. Linda plans to retire in mid-February 2027 and will need to account for vacation payout. Linda offered to help with the process of hiring a new library director, including putting together a timeline and provide resources as needed.

A new shelve was hired. Dave Johnson is an adult and Cedarburg resident who has his MLS. He does not have practical experience and he has applied for previous positions and it wasn't a good fit. The hope is that he may be able to rise in the ranks.

No changes to goals since last month.

Linda has heard about and would like to have a job pod at the library. The speaker who shared about this opportunity was from the Dept. of Workforce Development. Patrons can use this to make connections to find jobs.

Linda will go to the Hartford Library to see their processes. The drive-through book drop-off at CPL will close on 6/23 during the bike race and that's when the new sorter and bins will be installed. The new sorter and bins were funded by the FOTL.

Several events coming up in the library. See The Library Links catalog.

FOTL: Cribbage tournament had a profit of \$2,000. The book sale will be July 6-11.

Department updates include staff goals and program attendance. A Summer Reading kickoff party was held in May which was super successful. About 300 people attended.

Technology updates are in the packet, including regarding the lights and HVAC. Bids for solar panels are due 6/22. Cedarburg Light & Water will come to the July meeting to discuss how it works.

B. School Report

None

9. UNFINISHED BUSINESS

A. Discussion and possible action on approval of EnvisionWare quote for four new self-checkout stations.

Quote updated to Windows 11. Quote is \$21,921.80.

Motion made by Michael Maher, seconded by Joycelyn Russo, to approve the purchase of four new self-checkout stations. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

10. NEW BUSINESS

A. Discussion and possible action on annual certification of the Ethics Code.

Motion made by Michael Maher, seconded by Kassandra Bartelme, to approve and agree with the Ethics Code. Motion carried without a negative vote with Meghan O'Driscoll and Jeridon Clark excused.

11. ADJORNMENT

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

Kassandra Bartelme
Secretary