

**CITY OF CEDARBURG
LIBRARY BOARD
OCTOBER 23, 2024**

**LIB20241023-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, October 23, 2024, 6:30 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 6:36 p.m.

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

Excused – 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 Joycelyn Russo, seconded by Megan O’Driscoll, to approve the September 25, 2024 Library Board minutes. Motion carried without a negative vote with Jeridon Clark excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

The library budget is still trending ahead in donations and has exceeded the annual budget in revenue. Next month will be Food for Fines – patrons can bring in non-perishable food donations to have up to \$5 of their fines waived.

Check was received today for \$10,600 from the Friends which was a donation from a family estate.

Expenditures are where they should be, if not a bit under budget. Fund balance is the same as last month.

Motion made by Kassandra Bartelme, seconded by Joycelyn Russo to approve the September 2024 Bills and Financials. Motion carried without a negative vote with Jeridon Clark excused.

REPORTS

Director’s Report

No change in staff. There were a couple of staff anniversaries. The 5-year strategic plan is being completed at the end of 2024.

Cedarburg Reads & Writes culminates tomorrow night with the author speaking and the announcements of the writing contest winners. Cryptozoologist spoke last week and there were 65 people in attendance of all ages. Over 60 logs were completed for the bigfoot scavenger hunt.

The initiative to digitize News Graphic microfilm issues is still in process.

Circulation continues to trend higher.

School Report

No report.

UNFINISHED BUSINESS

Discussion and possible action on the 2024 User Survey Results

An infographic was shared with the board outlining the survey responses. Some highlights include 363 patrons use the library weekly and most use the library to check out physical books or magazines, followed by checking out media items. The most commonly used programs/events/spaces was the bargain bookstore or book sales. The library website is the most common way to find out about library activities and events. The majority of responders said having more books, magazines, movies, and music in traditional or digital formats would be of most value in the next few years. The majority of responders said they view/engage with the library website followed by the monthly e-newsletter, and the Facebook page. The top three age groups of respondents were mostly 65+ (387), ages 35-54 (232), and 55-64 (168). Comments were mostly (~95%) positive (staff, cleanliness, wide variety of valuable services and materials). Negative comments included access to LGBTQ+ books and materials and the inclusive environment.

No action was taken.

NEW BUSINESS

Discussion and possible action on 2025 Holiday Closing Calendar

A calendar marked with the days the library will be closed is in the library packet. They include the usual federal holidays, plus Mother's Day, a half-day on May 16 and a full day on December 12 for staff in-service days, and the summer Sundays beginning with June 1, ending after Labor Day.

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo to approve the 2025 Holiday Closing Calendar. Motion carried without a negative vote with Jeridon Clark excused.

Discussion and possible action on rescheduling of Library Board meeting dates

Currently the by-law says the board will meet on the 4th Wednesday of the month at a time set by the board. This day of the month does not work well for the board president. Mondays are not good because the city council meets twice a month. Recommendation was to move it earlier in the month so we see the financial reports sooner versus later in the month. Discussion ensued about whether to meet on Tuesday or Thursday and either the second or third week of the month.

Motion made by DeWayna Cherrington, seconded by Kassandra Bartelme to meet on Tuesday, November 12 at 7pm and on Tuesday, December 10 at 7pm and reassess in January. Motion carried without a negative vote with Jeridon Clark excused.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:39 p.m. Motion carried without a negative vote with Jeridon Clark excused.

Kassandra Bartelme
Secretary