

**CITY OF CEDARBURG  
LIBRARY BOARD  
SEPTEMBER 25, 2024**

**LIB20240925-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, September 25, 2024, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President Michael Maher at 6:35 p.m.

ROLL CALL: Present – Michael Maher, DeWayna Cherrington, Kassandra Bartelme, Joycelyn Russo

Excused – Council Member Melissa Bitter, Meghan O’Driscoll, Superintendent Jeridon Clark

Also Present - Library Director Linda Eastwood, Steve Ruggieri, city of Cedarburg resident

**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**

Mr. Steve Ruggieri would like to propose a new initiative to the Cedarburg Public Library. There is a program with Cedarburg Light & Water that supports using renewable energy. He pays \$6 extra per bill to contribute towards renewable energy. He is offering to donate up to \$100 to the library for the first year to help the library contribute to this renewable energy in their Light & Water bill.

**APPROVAL OF MINUTES**

Motion made by Kassandra Bartelme, seconded by DeWayna Cherrington, to approve the August 28, 2024 Library Board minutes. Motion carried without a negative vote with Melissa Bitter, Jeridon Clark, and Meghan O’Driscoll excused.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

Current fund balance \$113,000. Still trending very high in donations. Expenses through August are in line with the budget with a few lines over budget, but bottom line is where it should be for this time of the year. Staff have reduced ordering books and materials to help budget stay on track. Payment for Envision Ware Cybrarian is for the self-check-out machines.

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo to approve the August 2024 Bills and Financials. Motion carried without a negative vote with Melissa Bitter, Jeridon Clark, and Meghan O’Driscoll excused.

## **REPORTS**

### **Director's Report**

No changes in staff. Staff is encouraged to attend the WI Library Association annual Conference in Green Bay. One is interested in attending, and one is maybe interested.

Survey results are in, 900 responses were received. This will help inform the library's new strategic plan.

Monarch Library System is coordinating a customizable email notification system, called MessageBee which will provide more reliable delivery of notifications.

Friends of the Library is having a book sale next week. Their donations are low, so they need more gently used books.

It is still library card sign up month and this week is Banned Books Week. The library is posting about it on social media.

News Graphic microfilm dating back to the 1880s will be digitized into a searchable online resource by that will be accessed through Ancestry and Newspapers.com.

Linda will be on vacation October 8 – 18 and Anthony will be in charge.

Vega Program has a calendar system that is being worked on. The library purchased new Microsoft 365 licenses.

Youth librarians have developed a new program called "Kid Librarian". It's like being a Librarian-for-a Day.

Adult Services will do an interview with the Cedarburg Reads author Ms. Ryan for the library radio.

### **School Report**

Superintendent Jeridon Clark is absent and no report was provided.

## **UNFINISHED BUSINESS**

### **Discussion and possible action on 2025 Budget**

Nothing new to discuss. No action was taken.

## **NEW BUSINESS**

### **Discussion and possible action on Food for Fines in November**

Library is trending really well on fines, possibly getting in more fines than budgeted. Food for Fines is if a patron brings in a food donation for Family Sharing, they can have up to \$5 of overdue fines waived in the month of November.

Motion made by Joycelyn Russo, seconded by Kassandra Bartelme, to approve a Food for Fines initiative for the month of November 2024. Motion carried without a negative vote with Melissa Bitter, Jeridon Clark, and Meghan O'Driscoll excused.

### **Discussion and possible action on Library User Survey Results**

Preliminary results were shared with the Board. 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 common programs/events/spaces was to purchase bargain books from the 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.

No action was taken.

### **ADJORNMENT**

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo, to adjourn the meeting at 7:30 p.m. Motion carried without a negative vote with Melissa Bitter, Jeridon Clark, and Meghan O'Driscoll excused.

Kassandra Bartelme  
Secretary