

**CITY OF CEDARBURG
LIBRARY BOARD
APRIL 3, 2024**

**LIB20240403-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, April 3, 2024, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, staff room, 2nd floor.

The meeting was called to order by President DeWayna Cherrington at 6:34 p.m.

ROLL CALL: Present – Council Member Melissa Bitter, Joycelyn Russo, Michael Maher, DeWayna Cherrington, Cassandra Bartelme, Superintendent Jeridon Clark

Excused – Meghan O’Driscoll

Also Present - 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 Michael Maher, seconded by Melissa Bitter, to approve the February 28, 2024 Library Board minutes. Motion carried without a negative vote with Meghan O’Driscoll excused.

Motion made by Joycelyn Russo, seconded by Melissa Bitter, to approve the March 12, 2024 Library Board minutes. Motion carried without a negative vote with Meghan O’Driscoll excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

The bills and financial statements were discussed. The biggest purchase was the server room air conditioner but that hasn’t been invoiced yet. The EnvisionWare contract was a bigger expense, this is an annual expense. There were no other unusual bills or financials.

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

REPORTS

Director’s Report

A new library aide is starting next week. Library Director Linda Eastwood is at a Public Library conference this week. CPL Cooking Club was featured on the front page of the News Graphic. Author Jennifer Chiaverini will speak at the library on May 1st.

The Friends of the Library board meeting was last night. A large donation of DVDs was received so a pop-up DVD sale will be held next week. Book Room made more than \$1,200 last month. Friends also gave the library \$3,000 to purchase Milwaukee Zoo passes for patrons to borrow as well as a few other items.

Assistant Director's Report

The fireplace needs a new igniter. The cost of this is not known. Air conditioning has been replaced in the server room. The cracked window on the second floor was replaced. The window tinting still needs to be replaced.

A new release policy is being considered for the 3D printing, as well as possibly a new use policy for patrons. VEGA catalog is coming soon. Initially it was supposed to be early May, but some libraries are pushing to move it to September. Anthony will suggest a soft rollout. This will change the look of the online catalog.

School Report

The school has hired a new Curriculum Director, Allison Rudich. Her kids are in the Cedarburg schools and her husband is a CHS grad. All three elementary schools designed bookmarks for Read Across America.

UNFINISHED BUSINESS

Discussion and possible action on Library Bylaws

See meeting packet for proposed changes.

Additional proposed changes:

- Add "City of Cedarburg" before all instances where it says Common Council, Mayor, City Clerk, and other applicable instances.
- Article 5, Section 2 – suggested friendly wording amendment
- Article 6, Section 3 – will look into what statute says for what library director credentials are necessary for our size of library

President DeWayna Cherrington will check with City Clerk Tracie Sette about wording for holding meetings virtually or offering a virtual option to board members, community members, or guests.

No action was taken.

NEW BUSINESS

Discussion and possible action of creation of Personnel Committee

The Personnel Committee can meet with or without the director. No action was taken.

ADJOURN TO CLOSED SESSION

Motion made by DeWayna Cherrington, seconded by Melissa Bitter, to approve adjournment to closed session at 7:45 p.m. pursuant to Wis. Stat. 19.85(1)(c) considering employment, promotion,

compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. More specifically discussed was the Library Director's Annual Review.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 8:28 p.m.

Discussion and possible action on Library Director's Annual Review

The Library Board President and Vice-president will discuss the Library Director's annual review with her.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Melissa Bitter, to adjourn the meeting at 8:29 PM. Motion carried without a negative vote with Meghan O'Driscoll excused.

Kassandra Bartelme
Secretary