

LIBRARY BOARD
March 19, 2014

LIB20140319-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, March 19, 2014, 7:00 p.m. at City Hall, W63 N645 Washington Avenue, lower level, room 1.

The meeting was called to order by President Sue Karlman at 7:02 p.m.

Roll Call: Present – Council Member Michael Maher, Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Sherry Bublitz, Debra Goeks

Also Present - Library Director Linda Pierschalla, Ryan Raskin of Beyer Construction

STATEMENT OF PUBLIC NOTICE

President Sue Karlman acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

Discuss the Library Building Project Including Fundraising, Donor Recognition and Security; and Action Thereon

The Board discussed the items added to the contingency log.

The first item is street furniture for the bike trail area. The Board discussed the need for coordination with the landscape plan and people interested in donating to the exterior of the building.

The Board also discussed signage for the interior of the Library, including naming sponsored areas in the Library.

Motion made by Sherry Bublitz, seconded by Debra Goeks, to approve contingency line item #33 (PR7, Signage \$6,942). Motion carried without a negative vote.

Motion made by Elizabeth Bryde, seconded by Sherry Bublitz, to approve contingency item #17, connecting down spouts to the storm drain (\$1,996). Motion carried without a negative vote.

The Board discussed security cameras. President Karlman reported on recent incidents at the old library and Steve Ruggieri reported on his consult with Police Chief Frank.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to add one additional camera on the east side of the building as discussed (line item 29 on the contingency log). Motion carried with Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Sherry Bublitz, and Debra Goeks voting in favor and Council Member Maher abstaining.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to add one more interior camera in the Children's Room (line item 30 on the contingency log). Motion carried with Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Sherry Bublitz, Debra Goeks voting in favor and Council Member Maher opposed.

The Board discussed digital signage and the donor wall.

Motion made by Vonna Pitel, seconded by Elizabeth Bryde, to move forward with digital signage as bid by AVI (four screens). Motion carried without a negative vote.

The Board discussed when to schedule the next Library Board meeting. The next regular Library Board meeting will be on April 16. Ryan Raskin will set up a tour starting at 6:30 p.m.; the business meeting will begin at 7 p.m.

APPROVAL OF MINUTES

Motion made by Steve Ruggieri, seconded by Sue Karlman, to approve the minutes from February 19, 2014 as corrected to remove Council Member before Sherry Bublitz in the approval of minutes for February 19. Motion carried without a negative vote.

APPROVAL OF BILLS

Motion made by Council Member Maher, seconded by Steve Ruggieri, to approve the bills as presented. Motion carried without a negative vote.

NEW BUSINESS

Discuss the Position Descriptions for a Reference Intern and Youth Services Assistant; and Action Thereon

Director Pierschalla discussed the position descriptions.

Motion made by Sherry Bublitz, seconded by Elizabeth Bryde, to accept the position descriptions for the Reference Intern and Youth Services Assistant. Motion carried without a negative vote.

Discuss the Copier Proposals from James Imaging, Ross Imaging and Gordon Flesch; and Action Thereon

The Board briefly discussed the copier proposals. Director Pierschalla will get more information and the Board will discuss this item at the April 16 meeting.

Discuss an Increase to Fines for Overdue Materials; and Action Thereon

Director Pierschalla suggested increasing fines to .15¢/day for overdue books and other printed materials.

Motion made by Elizabeth Bryde, seconded by Sherry Bublitz, to increase fines to .15¢ per day on all overdue materials now at .10¢/day, with at least one month's notice to the public. Motion carried without a negative vote.

Motion made by Sherry Bublitz, seconded by Elizabeth Bryde, to change the \$10 maximum charge to a \$5 maximum charge per library card. The maximum does not have to be paid in full. Motion carried without a negative vote.

Discuss the Purchase of Appliances; and Action Thereon

Director Pierschalla reported on the purchase of appliances from Kettle Moraine Appliance in Cedarburg. They may donate a refrigerator for the Community Room.

Discuss the Purchase of the Microfilm Scanner; and Action Thereon

Reference Librarian Skiff recommends purchasing a ST View Scan 2 (digital microfilm scanner) for \$8,990.

REPORTS

Director's Report

Director Pierschalla reported on the following information:

- Candidates for the Community and Adult Services position.
- Two part-time pages have been hired.
- Former Director Marquardt will help organize volunteers to do the RFID tagging – the conversion station has been delivered.
- The Library network will close down on June 26 until the opening on July 12 to set-up systems in the new building.
- A meeting with a lighting designer to help program the automatic switches and lighting levels in the new building.

The Board discussed clearing out the old building and possibly hiring an auctioneer.

School Report

Vonna Pitel met with School Superintendent, Dr. Lamberson. Vonna Pitel suggested sending information about the new Library with Children's Librarian Schmidt on her school visits. Vonna Pitel shared other ideas for promoting the new Library and cooperation between the school IMCs and the Cedarburg Public Library. She reported on her visit to the First Immanuel school library and their technology. She will also visit the St. Francis Borgia school library

Vonna Pitel also spoke to the Cedarburg Education Foundation about doing the Library Leap and is waiting to hear back.

Sherry Bublitz thanked and acknowledged Director Pierschalla's work so far under challenging circumstances.

ADJOURNMENT

Motion made by Sherry Bublitz, seconded by Council Member Maher, to adjourn the meeting at 9:50 p.m. Motion carried without a negative vote.

Debra Goeks
Secretary