

**LIBRARY BOARD**  
**August 20, 2014**

**LIB20140820-1**  
**UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, August 20, 2014, at the Cedarburg Public Library, W63 N589 Hanover Avenue, Cedarburg, WI, in the Community Room.

The meeting was called to order by President Sue Karlman at 6:38 p.m.

Roll Call: Present - Council Member Mike O'Keefe, Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Debra Goeks, Sherry Bublitz

Also Present – Library Director Linda Pierschalla

**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**

**APPROVAL OF MINUTES**

Motion made by Steve Ruggieri, seconded by Liz Bryde, to approve the July 2 and July 21, 2014 minutes with the following change to the July 21 meeting: Council Member Maher was not present; he had already resigned from the Council. Motion carried without a negative vote.

**APPROVAL OF BILLS**

Director Pierschalla pointed out some discrepancies in the revenue and expense report. The correct net amount under budget is \$35,989, as of the date of the report.

Motion made by Sherry Bublitz, seconded by Council Member O'Keefe, to approve the bills as presented. Motion carried without a negative vote.

**UNFINISHED BUSINESS**

**Consider Art Display Policy; and Action Thereon**

President Karlman reported that she signed a loan contract with CT Whitehouse & Barbara Joose as discussed at the July 21 meeting. It was noted that Mr. Whitehouse reinforced the base of the metal sculpture (Hudson's Voyage) and that the Friends of the Library purchased the eight plexi-glass frames suggested by Mr. Whitehouse.

The Board briefly discussed recognition of the Wisconsin Quilt Museum gift. The Board will suggest two dates for the official donation of the finished gift in September and ask the WMQFA for a recommendation about how to hang and display the quilt.

A subcommittee of the Board will consider the draft art policy for future action.

**Consider Weekend Cleaning Quote; and Action Thereon**

Clean Source was the low estimate and was recommended by the Grafton Public Library.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to accept the Clean Source proposal for weekend cleaning at the Library. (Dale Timm will continue to clean four hours each day during the week.) Motion carried without a negative vote.

Discussion took place as to whether Dale Timm can help with building maintenance in lieu of cleaning.

**Discuss Donor Recognition Board; and Action Thereon**

Deb Goeks reported on the progress of the follow-up on donor recognition. The Board will plan a donor recognition event that could include an art tour. The Board discussed the location and concept of the donor wall. The Board will consider installing the wall to the right of the elevator. Deb Goeks will contact John Thiel to try a new concept that could incorporate a monitor on the wall next to the elevator.

**NEW BUSINESS**

**Discuss 2015 Proposed Budget Draft; and Action Thereon**

The Board discussed the staffing level. Director Pierschalla recommended combining two part-time positions into one full-time position for an Administrative Services Librarian. The budget is based on an estimate of being one-third busier in all departments (circulation, reference, children's programming, etc.). Estimates for utilities and ground maintenance still need to be added to the budget.

The Board authorized Director Pierschalla to make changes to the draft budget as needed before the next meeting.

Motion made by Sherry Bublitz, seconded by Liz Bryde, to accept the draft budget and allow Director Pierschalla to make reasonable changes as needed to develop the preliminary budget for City Administrator/Treasurer Mertes. Motion carried without a negative vote.

**Consider Salt Delivery Quote; and Action Thereon**

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to accept the quote from Kaiser Water Conditioning for salt delivery. Motion carried without a negative vote.

**Consider HVAC Preventative Maintenance Agreement; and Action Thereon**

The Board considered a quote for preventative maintenance from J&H Heating for HVAC. The Board authorized Director Pierschalla to put the cost into the 2015 budget request; but also negotiate with J&H Heating to pay for three years at once (to be paid out of the construction budget).

Motion made by Debra Goeks, seconded by Sherry Bublitz, to authorize Director Pierschalla to add \$3,000 to the 2015 budget request for maintenance on HVAC; at the same time, to negotiate with J&H Heating to provide a quote for three years' maintenance to be paid out of the construction contingency. Motion carried without a negative vote.

The Board expects that in year four, the operating budget will have to include funds for ongoing maintenance.

**Consider New Library Logo; and Action Thereon**

The Board asked if the graphic artist could try again on the logo. No action was taken.

**Consider 3D Printer Policy; and Action Thereon**

Motion made by Steve Ruggieri, seconded by Liz Bryde, to approve the 3D Printer policy as presented (with corrections as noted). Motion carried without a negative vote.

**REPORTS**

**Director's Report**

Director Pierschalla reviewed the Director's Report, including building issues still to be addressed (missing furniture; cleaning and maintenance).

The Friends of the Library want to upgrade the shelving for the book sale area. They will purchase new wood units to coordinate with the circulation desk.

The Board also discussed issues about parking and the Board agreed to investigate signing the parking lot and discussing this item at a future meeting.

Ryan Raskin will present a report at the September meeting on the final construction budget.

**School Report**

Vonna Pitel reported on who took the shelving and furniture from the old building. She also reported on her activities to engage with teachers in the school district to promote the Library's services.

**ADJOURNMENT- CLOSED SESSION**

Motion made by Debra Goeks, seconded by Sherry Bublitz, to adjourn to closed session at 9:40 p.m. pursuant to Wis. Stat. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically, to discuss 2015 wages for library staff. Approve closed session minutes from August 28, 2014. Motion carried unanimously on a roll call vote. Meeting did not reconvene to open session.

Debra Goeks  
Secretary