

**LIBRARY BOARD
April 16, 2014**

**LIB20140416-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, April 16, 2014, 7:15 p.m. at City Hall, W63 N645 Washington Ave., lower level, room 1.

The meeting was called to order by Vice-President Steve Ruggieri at 7:15 p.m.

Roll Call: Present - Council Member Michael Maher, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Sherry Bublitz

Excused - Debra Goeks, Sue Karlman

Also Present - Library Director Linda Pierschalla, Ryan Raskin and George Beyer of Beyer Construction Co., Alex Ramsey of Engberg Anderson Architects

STATEMENT OF PUBLIC NOTICE

Vice-President Steve Ruggieri acknowledged the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS AND SUGGESTIONS FROM CITIZENS- None

APPROVAL OF MINUTES

Motion made by Council Member Maher, seconded by Sherry Bublitz, to approve the minutes of February 26, 2014 and March 19, 2014. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

APPROVAL OF BILLS

Motion made by Sherry Bublitz, seconded by Liz Bryde, to approve the bills. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

UNFINISHED BUSINESS

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

Ryan Raskin passed out the Contingency Log April 16, 2014 for discussion. Electrical was added to (PCO# 34) along with phone/data for a \$12,000 cost.

PCO# 37 PR-8 Site Furnishings, Hardware Kiosk, two benches, trash can and 12 bike racks, might be short on space for benches and kiosk. Items will be laid out to see how they work together.

Motion made by Sherry Bublitz, seconded by Liz Bryde, to approve line item (PCO#37) PR-8 Site Furnishings, Hardware (including Kiosk) for \$3,000. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

Motion made by Liz Bryde, seconded by Sherry Bublitz, to approve (PCO#36) PR-8 for \$2959.00 out of the contingency for signage. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

(PCO#40)- Revise FP stone height -Two more pieces of stone were ordered by Ryan Raskin

The contingency is \$46,586 with \$23,000 of unspent available. The construction budget is under by \$180,000.

Sue Karlman suggested a personal letter be sent to friends and neighbors requesting donations. She would be willing to draft a letter that all Board Members could then send to friends/neighbors who they think may not have given to the campaign as of yet. However, there would be a need to check the names against the full list of donors so people are not asked to give again.

The FF&E Budget Summary was distributed by Ryan Raskin. The FF&E budget has \$137,407 remaining after the vendor contracts came in less than the amount anticipated.

The board reviewed ideas for the donation wall. Samples would be under \$10,000 each.

Fastsign had a proposal for acrylic or glass strips coming down with a heading on top. Cost is \$2,800. Vendor must have camera ready information June 1.

Another proposal showed a tree of leaves with media screen in the center. Board Members were wondering about the size of leaves and how many were needed for names.

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

Director Pierschalla received three quotes for copiers: James Imaging, Gordon Fleisch and Ross Imaging.

Motion made by Sherry Bublitz, seconded by Council Member Maher, to accept the Ross Image proposal at \$31,267 which includes toner, maintenance agreement, all parts and unlimited service calls, 4 copiers and one free laser printer, provided the Library receives an additional statement from Ross Imaging and obtains Council approval. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

The Board questioned whether copy money can be put in a separate budget for future copiers.

Discuss the Purchase of Appliances; and Action Thereon

Motion made by Council Member Maher, seconded by Sherry Bublitz, to approve the Kettle Moraine Appliance quote for a side by side refrigerator and dishwasher not to exceed \$1,800

with a donation of another refrigerator for the community room. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

Ryan Raskin of Beyer Construction suggested the Board meet twice a month, up to the opening of the library.

Discuss the Purchase of the Microfilm Scanner; and Action Thereon

Motion made by Sherry Bublitz, seconded by Liz Bryde, to approve the purchase of a microfiche scanner for \$8,990. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

Director Pierschalla showed two choices of name plates for wood chairs in the new library. Cream colored name plates were selected for the chairs by Board Members.

NEW BUSINESS

Discuss the WI Public Library Standards and Service Targets for the Cedarburg Public Library Along with a Proposal for Library Hours in the New Building; and Action Thereon

The board discussed the WI Public Library Standards.

Motion made by Sherry Bublitz, seconded by Council Member Maher, to accept the hours of operation recommended by Library Director Pierschalla for the new building after July 12, 2014. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

Discuss the Creation of an Art Advisory Committee for the New Library; and Action Thereon

This item was tabled until the next meeting.

Discuss the Addition of Credit Card Readers to the Self-Check Machines in the New Library; and Action Thereon

Director Pierschalla discussed adding credit card readers to two self-check stations to allow patrons to pay with their credit card. More information was requested by Board Members because of the cost. This item was tabled until the next meeting.

REPORTS

Directors Report

Director Pierschalla announced two employees have been hired. Emily Laws is the new Community & Adult Services Librarian. Emily comes from Raynor Library at Marquette University. She will take over the website, and the Friends of the Library will be asked for a new website vendor. Peter Johnson has been hired as a morning shelver on Monday-Friday from 8:30-10:30 a.m. and rotating Saturdays.

Director Pierschalla will find out the amount left in the fund balance since the City audit is finished.

The Friends of the Library will hold their final meeting of the year on May 6, 2014
Their May report of net assets is \$650,000 from donations.

Steve Ruggieri announced that he is the chairperson of the Joint County Library Planning Committee for 2016-2020. Final report recommendations go to the County Supervisors for approval. Members of the Board were encouraged to call their County Supervisor.

School Report

Vonna Pitel reported that Deb Goeks suggested in an e-mail to hold a Grand Opening Committee Meeting on May 5, 2014.

Vonna indicated she met with Kristin Rose, Technology Coordinator for the Cedarburg School District. They discussed having teachers come to the new public library. She stated it would be best to have teachers come to the completed facility in the fall rather than sometime this semester.

Vonna Pitel also discussed setting up a time for the Library Director and Children's Librarians from the schools and public library to meet. Lack of time has not permitted this at this time. She is also working on a project with Ms. Amanda to advertise the new library to students when she goes to the schools to discuss the summer reading program.

Vonna Pitel compiled a list of information and ideas about grand openings for new libraries collected by Mary Marquardt and e-mails she received from other libraries on the web. Dedication activities, library activities, publications, etc. were listed.

ADJOURNMENT

Motion made by Council Member Maher, seconded by Sherry Bublitz, to adjourn the meeting at 9:30 p.m. Motion carried without a negative vote with Debra Goeks and Sue Karlman excused.

Vonna Pitel
Acting Secretary