

**LIBRARY BOARD  
February 15, 2017**

**LIB20170215-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, February 15, 2017, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, second floor, staff room.

The meeting was called to order by President Sue Karlman at 6:33 p.m.

Roll Call: Present - Council Member Dick Dieffenbach, Sue Karlman, Vonna Pitel, Sherry Bublitz, Debra Goeks, David Moburg, Steve Ruggieri

Also Present - Library Director Linda Pierschalla, Assistant Director David Nimmer (7:00 p.m. – 7:30 p.m.)

**STATEMENT OF PUBLIC NOTICE**

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

**COMMENTS & SUGGESTIONS FROM CITIZENS**

**APPROVAL OF MINUTES**

Motion made by Sherry Bublitz, seconded by David Moburg, to approve the January 19, 2017 minutes as presented. Motion carried without a negative vote.

**APPROVAL OF BILLS & FINANCIAL STATEMENTS**

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to approve the bills and financial statements as presented. Motion carried without a negative vote.

The Board reviewed the 2016 end of year budget numbers and complimented Director Pierschalla on ending the year under budget.

The Board also discussed expense projections and revenues.

**REPORTS**

**Director's Report**

Discussion of the main items from Director Pierschalla's report included:

- The large plate glass window has been replaced at a cost of \$985 to the Library. The sash in the window was broken and the window needed to be replaced. The one year warranty is expired so the Library negotiated the cost of labor with Milwaukee Plate Glass. Milwaukee Plate Glass paid for the window and the Library paid for labor. The Board asked Director Pierschalla to follow up with the installer to see if the Library should anticipate further problems with this window or the adjacent windows.

- The water heater was not working but adjustments have been made by a plumber and it appears to be working for the time being.
- The Library has a quote from the same cleaning service that cleans the Post Office and the Public Works building (*Jani-King*). This will cost about \$1,200 more per year. Clean Source, the weekend cleaners, have resigned from our project because it was not profitable enough for them. Jani-King will provide the same service but at a higher cost.

### **UNFINISHED BUSINESS**

#### **Update on Technology Survey; and Action Thereon**

Assistant Director Nimmer entered the meeting at 7:00 p.m. to present the results of the 2016 Technology Survey to the Board. The Board discussed results and ideas for implementing. Director Pierschalla will draft a technology mission statement for the Board to review in March.

#### **Director's Report – Continued**

- Cedarburg Reads – Discussed the activity schedule and publicity.
- Monarch Library System – There has been an issue with sharing new resources from some system libraries.
- Director Pierschalla reported that the Sunshine Committee is going well and undertaking projects.
- A brief discussion took place on the CPL radio station. Council Member Dieffenbach pointed out that a policy is needed regarding content.

#### **School Report**

Vonna Pitel reported on her outreach to the School District about programs at the Library, including those sponsored by the League of Women Voters.

### **NEW BUSINESS**

#### **Discuss 2016 Annual Report; and Action Thereon**

The Board reviewed the information in the 2016 Annual Report.

Motion made by Sherry Bublitz, seconded by Debra Goeks, that the Eastern Shores Library System provided effective leadership in 2016 and met the needs of the Cedarburg Public Library. Motion carried without a negative vote.

Motion made by Sherry Bublitz, seconded by Debra Goeks, to accept the 2106 Annual Report as presented, with corrections to addresses for Board Members Sherry Bublitz and David Moburg, with Director Pierschalla and President Karlman signing; and including a commendation of the Eastern Shores Library System Board and Director for their outstanding work in 2016. Motion carried without a negative vote.

Council Member Dieffenbach suggested a joint meeting between the Library Board and the Friends of the Library.

Council Member Dieffenbach encouraged the Board Members to vote in the Spring Primary Election on Tuesday, February 21 for the State Superintendent of Public Instruction candidates.

**ADJOURNMENT**

Motion made by Council Member Dieffenbach, seconded by Sherry Bublitz, to adjourn the meeting at 8:36 p.m. Motion carried without a negative vote.

adk

Debra Goeks  
Secretary