

**LIBRARY BOARD  
November 29, 2017**

**LIB20171129-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, November 29, 2017, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community 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, Sherry Bublitz, Dewayna Cherrington, David Moburg

Excused - Debra Goeks, Todd Bugnacki

Also Present - Library Director Linda Pierschalla, Assistant Library Director David Nimmer, Rachel Yurk, Instructional Technology & Library Administrator for Cedarburg School District, WPPI Energy Services Representative Mike Gentry, Rick Walls and Rock Ridolfi from Rivion, Council Member Mike O'Keefe

**STATEMENT OF PUBLIC NOTICE**

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

**COMMENTS & SUGGESTIONS FROM CITIZENS** – None

**NEW BUSINESS**

**Review Facility Audit Prepared and Presented by Rock Ridolfi Jr. and Rick Walls from Rivion Inc.; and Action Thereon**

Mike Gentry from WPPI explained how they worked with Rivion to take a look at the energy efficiency of the Library. Mr. Ridolfi and Mr. Walls from Rivion explained their findings. Overall, the Library building is very energy efficient and this was confirmed by a grant received from Focus on Energy after the building was completed. However, there were a few areas that can be addressed for added efficiency, such as repairing a damper that is stuck open and changing the times of the building fan schedule. Results are in the report. Assistant Library Director Nimmer was thanked and acknowledged for his very good understanding of the mechanics of the building.

Council Member O'Keefe left after the Energy Audit review and thanked the Library Board for doing the evaluation.

**APPROVAL OF MINUTES**

Motion made by Council Member Dieffenbach, seconded by Sherry Bublitz, to approve the minutes from the October 25, 2017 meeting. Motion carried without a negative vote with Debra Goeks excused and Todd Bugnacki absent.

## **APPROVAL OF BILLS & FINANCIAL STATEMENTS**

Motion made by Council Member Dieffenbach, seconded by Sherry Bublitz, to approve the bills and financial statements as submitted. Motion carried without a negative vote with Debra Goeks excused and Todd Bugnacki absent.

## **REPORTS**

### **Director's Report; Including Updates on Personnel Changes**

Director Pierschalla provided an update on the search for the Head of Youth Services Librarian position. She received 23 applications which were narrowed down to five. Three candidates are returning for second interviews, which will include staff input on the process. The goal is to have someone in place in January 2018.

### **School Report**

Rachel Yurk and the Library Board Members discussed future collaboration with Cedarburg School students and programming for the Cedarburg Public Library radio station. Also discussed, was how the Library can work with the schools to help students with their research project for National History Day.

## **UNFINISHED BUSINESS**

### **Discuss 2018 Budget; and Action Thereon**

Director Pierschalla explained the recently approved budget. There should be a \$4,000 fund balance in 2018, provided there are not any unexpected expenses. It was noted at the previous Council meeting that the Library can ask for a budget amendment if a major expense arises that does not have the budgetary funds to cover the expense. Director Pierschalla noted that since the hiring of a new Youth Services Librarian will be at a lower rate than the outgoing Librarian, the difference in wage could be applied to supplement the full-time staff salaries and still be within the budgeted amount for personnel. The consensus of the Board was to allow Director Pierschalla to pursue this as it has been a goal of the Board to address staff retention and salaries in comparison to comparable libraries.

### **Update on Hanover Avenue Parking; and Action Thereon**

Council Member Dieffenbach reported that the motion to change the Hanover parking hours to 4 hours has resulted in very little, if any, change to parking patterns to-date.

## **NEW BUSINESS – CONTINUED**

### **Consider Library Board Meeting Schedule for December; and Action Thereon**

The December Library Board meeting for December is scheduled for Wednesday, December 27 at 1:00 p.m. A daytime meeting was preferred since everyone is available during the day.

### **Discuss Exploring a Renewed Relationship with the Town of Cedarburg; and Action Thereon**

Council Member Dieffenbach reported on discussions with the Town of Cedarburg to explore a renewed relationship, as he wanted to make the Board aware of this ongoing effort.

**ADJOURNMENT**

Motion made by Council Member Dieffenbach, seconded by Sherry Bublitz, to adjourn the meeting at 9:05 p.m. Motion carried without a negative vote with Debra Goeks excused and Todd Bugnacki absent.

Sue Karlman  
Acting Secretary

adk