

**LIBRARY BOARD
March 18, 2015**

**LIB20150318-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, March 18, 2015 at the Cedarburg Public Library, W63 N589 Washington Avenue, in the Community Room.

The meeting was called to order by Vice President Steve Ruggieri at 6:30 p.m.

Roll Call: Present – Council Member Mike O’Keefe, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel, Sherry Bublitz

Excused - Sue Karlman, Debra Goeks

Also Present - Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

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

COMMENTS & SUGGESTIONS FROM CITIZENS -None

APPROVAL OF MINUTES

Motion made by Sherry Bublitz, seconded by Liz Bryde, to approve the minutes of February 19, 2015. Motion carried without a negative vote.

APPROVAL OF BILLS

Motion made by Steve Ruggieri, seconded by Council Member O’Keefe, to approve the bills for February. Motion carried without a negative vote.

REPORTS

Director’s Report

- Steve Ruggieri said a patron asked about the leaves on the stairway to stop skateboarders. The patron commented that he thought there was too much glue used. Director Pierschalla said she had checked the installation and it looked more like a scratch on the surface instead of glue.
- Two high school students are coming to the library to interview for Page positions
- A microwave and big coffeepot would be good for the Community Room. Director Pierschalla will see if the Friends can fund this.
- New website should be done by the end of April, including Board page. Doug Edmunds will be asked to take a group photo at the next Board meeting. Director Pierschalla asked how Board members want their contact information to appear. Sherry Bublitz preferred that the Board Members have their name and email address as contact.

- More patrons are visiting the library. The Board was happy to learn this.
- Friends of the Library raised \$1,500 from the winter book sale.

School Report

Vonna Pitel shared that she participated in “Read Across America” at Thorson school and enjoyed reading to 13 first graders. The IMC also received two new Dr. Seuss books.

Director Pierschalla reported in the Director’s Report that Cedarburg teachers who live in Milwaukee County will use the school card and other teachers will be issued an individual library card from the Library.

UNFINISHED BUSINESS

Discuss Signage for the Library Facing Hanover Ave.; and Action Thereon

The signage is on order. The cost is \$2,900.

Update on New Building; and Action Thereon

The new Library is comfortably under budget. There is possibly \$276,000 in the construction budget.

Review Library Code of Conduct Policy; and Action Thereon

Director Pierschalla stated what the Wisconsin State Statute is for the Code of Conduct.

The Library did not have a definition of banning people from the Library and statements were written and reviewed by the Board.

Motion made by Vonna Pitel, second by Liz Bryde, to approve the updated Library Code of Conduct policy. Motion carried without a negative vote.

Update on the Library Art Committee; and Action Thereon

No report.

Discuss Donor Recognition Board; and Action Thereon

John Thiele needs a final proof copy of all names for the donor recognition board. He will talk to Debra Goeks. “Building for the Next Generation,” “Community Campaign for the Cedarburg Public Library” and “Our Generous Community” were ideas for the slogan on the donor board. No cost as of yet. Since Debra Goeks was not available, the Board decided to table the topic until the next meeting. The price, names and slogan need to be finalized.

NEW BUSINESS

Discuss Homebound Delivery Program Policy; and Action Thereon

Director Pierschalla reviewed the policy developed for the homebound. Volunteers have been coordinated through the Cedarburg Friends of the Library to deliver and pick up books. Staff will pick out items for homebound, put them in a bag and get the books ready for The Friends to deliver.

Motion made by Sherry Bublitz, seconded by Mike O'Keefe, to accept the Homebound Delivery Policy. Motion passed.

Discuss Performance Evaluation Form for Part-Time Library Staff; and Action Thereon

The Board reviewed the Performance Appraisal for Circulation Staff Policy.

It was suggested that staff do a self-evaluation along with the performance appraisal, and a final review will be held. The appraisal will be done once a year.

Motion made by Council Member O'Keefe, seconded by Sherry Bublitz, to approve the Performance Appraisal Policy. Motion carried without a negative vote.

Discuss Planned Maintenance Agreement Quote for Automatic Door Equipment; and Action Thereon

Automatic Entrances of Wisconsin provided a quote of \$385 for maintenance of the automated handicap entrance door equipment.

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

Discuss Posting of Public Materials and Literature Policy; and Action Thereon

The existing policy, Posting of Public Materials and Literature policy, was reviewed and updated. Friends of CPL materials, government notices and political materials will be allowed. Motion made by Sherry Bublitz, seconded by Vonna Pitel, to accept the revised policy for Posting of Public Materials and Literature. Motion carried without a negative vote.

Discuss Carpet and Tile Quotes; and Action Thereon

Adelman Maintenance Corporation- quote for annual cleaning is \$2,125.

Clear Source –cleaning tile \$1,095.60.

Clear Source cleaning carpeting \$3,288.24.

Motion made by Steve Ruggieri, seconded by Sherry Bublitz to accept the Clean Source Tile proposal not to exceed \$1,095.60 and Adelman's Carpet Cleaning proposal not to exceed \$2,125. Motion carried without a negative vote.

Discuss Plaques and Other Materials to Hang in the Building from Donors

The Board briefly discussed plaques but made no decision at this time.

ADJOURNMENT

Motion made by Liz Bryde, seconded by Council Member O'Keefe, to adjourn the meeting at 8:20 p.m. Motion carried without a negative vote.

Vonna Pitel
Acting Secretary