

**LIBRARY BOARD  
September 17, 2014**

**LIB20140917-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, September 17, 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 6:32 p.m.

Roll Call: Present - Council Member Mike O'Keefe, Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Vonna Pitel (arrived 7:00 p.m.), Sherry Bublitz

Excused - Debra Goeks

Also Present – Library Director Linda Pierschalla, Ryan Raskin of Beyer Construction, Director Amy Birtell of Eastern Shores Library System

**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**

**PRESENTATION – UPDATE ON THE EASTERN SHORES LIBRARY SYSTEM**

Director Birtell explained that she prides herself on being a bridge builder. Quarterly visits from consultants will be available to the Library. These visits will include a presentation to educate libraries on what issues are important.

Director Birtell will be starting with system wide strategic planning along with Bruce Smith from WILS using common goals to help each other to be more efficient. Wisconsin does not have a standardized system. Formulas will also have to change.

The Bookmobile will continue until 2020 serving all who do not have libraries to support 19 visits per hour and will eventually have Wi-Fi.

**UNFINISHED BUSINESS**

**Update on New Building; and Action Thereon**

Ryan Raskin explained that there was money left to pay for the HVAC maintenance agreement. There are still unpaid bills. The warranties and waivers need to be completed by the contractors to get their retainer back.

The Board received an itemized contingency log showing approximately \$20K remaining and \$100,000 under budget.

The Friends of the Library asked for more detail about what they were paying for in the new library.

A three year maintenance agreement for the HVAC is \$4,000.

Engineering & Public Works Director Wiza recommended using the construction money to pay for the maintenance.

Discussion took place as to who is in charge of the construction money.

Sherry Bublitz stated that after the maintenance contracts are taken care of, the money would go back to the City

Steve Ruggieri stated that the contingency fund needs to be established due to operational expenses in 2015.

Council Member O'Keefe suggested that the Board approach the Council and explain the HVAC and then turn over the remaining construction money to the City.

The Board agreed to close out the books after everything is reviewed, for example, the blinds and film for the second floor.

Discussion took place as to who should pay for the donor wall.

It was the consensus of the Board to proceed with the HVAC preventative maintenance agreement

### **APPROVAL OF MINUTES**

Motion made by Steve Ruggieri, seconded by Sherry Bublitz, to approve the August 20 minutes with one change on page 2, change paragraph three to read: ~~Discussion took place as to whether~~ After some discussion, the Board agreed that Dale Timm can help with building maintenance in lieu of cleaning. Steve Ruggieri and Sherry Bublitz agreed to the amendment. Motion carried without a negative vote with Debra Goeks excused.

### **APPROVAL OF BILLS**

The August expenses were \$15,400 under budget and revenue was short \$3,498, for a total of \$12,000 under budget. The coins are staying in the coin operated machines and are not being deposited. The Board discussed the Ross maintenance agreements being funded by the construction money.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to approve the bills as presented. Motion carried without a negative vote with Debra Goeks excused.

**REPORTS**

**Director's Report**

Director Pierschalla discussed issues in the new building including the fireplace, missing furniture, the copier pick up on September 17, and LaRosa Landscaping to respond about grounds maintenance.

Steve Ruggieri spoke with Curt Gruenwald, liaison for the Historical/Interurban Society, in regard to a punch list involving the easement agreement. A plaque will be included for the Historical Society and they will be invited to the donor event. They also want signs for parking. The Board agreed to have them order the signs and the Board will pay for them from construction. Mr. Gruenwald recognizes that this is a work in progress and asked about concrete stops.

Skateboarders are damaging the walls of the new library. Signs will be purchased. The Police Department may have to get involved.

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to purchase signage for the parking lot to clarify that parking is for the Historical Society and the Library, along with Skateboarding prohibited signs with the number not exceeding two. Motion carried without a negative vote with Debra Goeks excused.

Director Pierschalla explained that she wants to send additional employees to the Library Conference and needs additional funds.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to authorize payment as needed to send employees to the conference. Motion carried without a negative vote with Debra Goeks excused.

**UNFINISHED BUSINESS – continued**

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

This item will be discussed at the October meeting.

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

The Board discussed each item of budget additions. The Board discussed the proceeds of the sale of the former library building.

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to approve the proposed budget assuming that all maintenance agreements be entered with place holders. Then make all maintenance agreements a part of the construction costs this year. Motion carried without a negative vote with Debra Goeks excused.

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

No action was taken on the Logo.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to add: Tech & Building Reserve - \$500 as a new item in the budget. Motion carried without a negative vote with Debra Goeks excused.

**NEW BUSINESS**

**Review Age Limit of Users for the Media Room and Study Rooms Policy and the Public Internet Use Policy; and Action Thereon**

Motion made by Steve Ruggieri, seconded by Council Member O’Keefe, to accept the Media Room and Study Rooms Policy as presented with the age change and adding back in “and be present in the room.” Motion carried without a negative vote with Debra Goeks excused.

Motion made by Steve Ruggieri, seconded by Council Member O’Keefe, to accept the changes to the Internet Use Policy and adding a bullet point: Librarian can make judgment call. Motion carried without a negative vote with Debra Goeks excused.

**ADJOURNMENT**

Motion made by Sherry Bublitz, seconded by Council Member O’Keefe, to adjourn the meeting at 9:26 p.m. Motion carried without a negative vote with Debra Goeks excused.

Elizabeth Bryde  
Acting Secretary

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