

**LIBRARY BOARD
October 15, 2014**

**LIB20141015-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, October 15, 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 6:35 p.m.

Roll Call: Present - Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Debra Goeks, Sherry Bublitz

Excused - Council Member Mike O'Keefe, Vonna Pitel

Also Present – Library Director Linda Pierschalla, Ryan Raskin of Beyer Construction, John Thiel of Thiel Design Group, Chuck Whitehouse (7:45 p.m. – 8:15 p.m.)

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 – None

UNFINISHED BUSINESS

Discuss Donor Recognition Board; and Action Thereon

John Thiel presented three designs for the donor wall.

Motion made by Liz Bryde, seconded by Debra Goeks, to choose design #3 (square design) for the donor wall. The Board requested that John Thiel consult with Engberg Anderson on the exact paint colors in the building; the Board will determine the wording for the wall title. John Thiel will develop cost estimates for the Board. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

Update on New Building; and Action Thereon

Ryan Raskin reviewed the construction budget. The Board discussed which funds are being expended to pay for the Furniture, Fixtures and Equipment donor wall. The remaining open invoices from the contractor and architect are still open. Director Pierschalla will meet with City Administrator/Treasurer Mertes to discuss further.

The Board discussed some other building issues, such as the Community Room doors and missing furniture.

NEW BUSINESS

Discuss Brackets for Stone Ledges; and Action Thereon

The Board discussed whether to install brackets on the stone coping along the stairs and ramp to deter skate boarders.

The Board asked Director Pierschalla to look for more decorative options and to contact Alex Ramsey for suggestions. The Board will review options at the November meeting.

Discuss Window Film Covering Quote; and Action Thereon

Window film for the stairwell window is necessary because sun glare interferes with monitors in the adult reference area. The quote is approximately \$1,200 for the window film.

Motion made by Debra Goeks, seconded by Sherry Bublitz, to purchase the window film for the windows as quoted. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

UNFINISHED BUSINESS

Update on Art Policy; and Action Thereon

Steve Ruggieri reviewed the proposed art policy and it was discussed by the Board.

Motion made by Sherry Bublitz, seconded by Liz Bryde, to accept the policy as presented, with one change which is to stagger the length of terms for half the Library Art Committee Members. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

Sherry Bublitz thanked Chuck Whitehouse for the art loan for the Library opening along with his help.

APPROVAL OF MINUTES

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to approve the September 17 minutes as corrected: Page 2 – A three year maintenance agreement for the HVAC is ~~\$4,000~~ \$7,498; Page 2, paragraph 8 – The Board agreed to close out the books after everything is reviewed, for example, the blinds and film for the second story windows; Page 3, paragraph 2, fourth sentence – The Board agreed to ~~have them~~ order the signs and the Board will pay for them from construction.

APPROVAL OF BILLS

Director Pierschalla reviewed the budget and bills.

Motion made by Sherry Bublitz, seconded by Liz Bryde, to accept the bills as presented. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

REPORTS

Director's Report

Director Pierschalla presented a quote from LaRosa Landscape. The Board suggested that she look for other quotes for snow removal and landscape maintenance.

Motion made by Debra Goeks, seconded by Steve Ruggieri, to contract for snow removal and de-icing on sidewalks for a cost not to exceed prices quoted by LaRosa on estimate already submitted. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

School Report

(Attached)

UNFINISHED BUSINESS

Discuss 2015 Proposed Budget Draft; and Action Thereon

Director Pierschalla reported on the budget presentation at the October 13 Common Council meeting. The Board discussed staff morale and the next steps in the budget process. The Board asked Director Pierschalla to consider joining the Cedarburg Grafton Rotary.

Consider New Library Logo; and Action Thereon

The Board asked Director Pierschalla to ask the designer to recolor the logo and send it to the Board for review as soon as possible.

Motion made by Sherry Bublitz, seconded by Liz Bryde, to change the proposed logo colors as discussed (a series of dark warm tones) and send it to the Board for review and approval. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

Update on Parking Signs; and Action Thereon

The Board has agreed to order one sign for the parking lot to post for the Library and Historical Society use only, as well as "No Skateboarding" signs.

NEW BUSINESS

Discuss Signage for the Library Facing Hanover Avenue; and Action Thereon

The Board discussed what to do about a sign on the east side of the building that would be visible from the north and east. The Board postponed action on this until next month. President Karlman and Director Pierschalla will look into possible placement options.

Discuss Creating a Visitor Library Card; and Action Thereon

The Board asked Director Pierschalla to facilitate a one-time only card for a temporary resident, as requested by a local business.

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Schedule Annual Review for Library Director; and Action Thereon

The Personnel Committee will develop a review form by the next Board meeting. The Board anticipates going into closed session on November 19 to discuss Director Pierschalla's evaluation.

ADJOURNMENT

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to adjourn the meeting at 10:00 p.m. Motion carried without a negative vote with Council Member O'Keefe and Vonna Pitel excused.

Debra Goeks
Secretary

adk

To: Cedarburg Public Library Board of Trustees

From: Vonna

Re: School Report

Date: October 11, 2014

The following is information and activities completed for school/public library cooperation.

- I met with Linda, Rosalie, Emily and Amanda on Friday, October 26th to discuss ideas for library cooperation. We talked about information on curriculum, sending out the newsletter with a cover letter to teachers in the schools, having a student write an article for Common Sense about the library, and having the technology coordinator and librarians come to our board meeting in November. Copies of January 22-24, 2014 report on visitations to Cedarburg and parochial schools were distributed.
- The number of teachers and students in the district and parochial schools was provided. I need to check again on student numbers for parochial schools.
- The Cedarburg High School Career Planning and Course Guide for 2014-15 was given to Emily. A link to the curriculums k-12 was provided by Mr. Bugnacki, Curriculum Coordinator.
- E-mail advertising 20% off for teachers and librarians at Half Priced Books was sent to the IMC Directors to share with teachers.
- Names and positions of library and technology staffing for public and parochial schools was provided.
- Department Heads at CHS and their telephone numbers were compiled for library staff. Next year CHS will drop the 6 day cycle and go to block scheduling. Two hours for a class will allow students to work cooperatively, individually and do research projects after the formal instruction...
- Linda and I gave Dr. Lamberson and Curriculum Coordinator Dr. Bugnacki a tour of the library. They were very impressed and have scheduled a meeting in the community room for administration.
- I received a thank you from a teacher in the district for the distribution of shelving. They were so very grateful for the shelving.

- I have been in touch with Heather Vanda Sande, Common Sense Supervisor. She indicated a student would be sent to the library for an interview.
- It is really worthwhile to look closely at the CSD website under IMC, online databases and curriculum pages. Diana Knight is going to check where there are duplications in databases. She suggested developing a bookmark with the databases listed for the school and public library that will be easy for students to carry with them.
- It would be good to encourage assignment alerts, but based upon my years of experience, teachers often forget to alert librarians or students use a lot of online resources. Encouragement is worth a try!
- Fifth and Sixth grades now have Chromebooks and this will expand to other levels each year. At the high school, classroom sets of Chromebooks are checked out to rooms and students can use them individually. There is also more than one lab of computers in the high school, including the IMC.
- I distributed copies of a Pew Internet report from 2012 titled, "How Teens Do Research in the Digital World." (It can access by typing in the title at Google.)
- With Tom Hartling on the Friends Board, he is a good contact to find out about elementary level with a question.
- I hope the librarians and I can have a short follow-up meeting in November sometime.
- I am always open to suggestions for activities the board or school district would like me to work on for library cooperation.

Other Cooperation Activities

- The District Language Arts Committee scheduled time at the library and some teachers signed up for library cards I was told. A couple of teachers on the literacy committee provided comments to me, which I passed on.