

**LIBRARY BOARD
November 19, 2014**

**LIB20141119-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, November 19, 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 6:36 p.m.

Roll Call: Present - Council Member Mike O'Keefe, Sue Karlman, Elizabeth Bryde, Steve Ruggieri, Debra Goeks, Sherry Bublitz, Vonna Pitel

Also Present – Library Director Linda Pierschalla, Ryan Raskin of Beyer Construction (arrived at 6:55 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

APPROVAL OF MINUTES

Motion made by Steve Ruggieri, seconded by Sherry Bublitz, to approve the minutes from the October 15 meeting as presented. Motion carried without a negative vote.

APPROVAL OF BILLS

Director Pierschalla reviewed the 2014 expenses and budget to-date. Personnel costs such as longevity and salary will still increase through December 31, 2014.

Motion made by Vonna Pitel, seconded by Liz Bryde, to approve the bills as presented. Motion carried without a negative vote.

REPORTS

Director's Report

Director Pierschalla reviewed the building issues still to be resolved. She wants to plan a staff in-service day on December 12 to do safety training.

Motion made by Debra Goeks, seconded by Sherry Bublitz, to authorize Director Pierschalla to close the Library for a staff in-service day on December 12, 2014. Motion carried without a negative vote.

The Board discussed Director Pierschalla's membership in the Cedarburg Rotary Club and agreed that she should join with the expense to be part of the Library's budget.

School Report

Vonna Pitel reported on the National Blue Ribbon school ceremony at Cedarburg High School. She also talked about her outreach to the school IMC people.

UNFINISHED BUSINESS

Update on New Building; and Action Thereon

Ryan Raskin reported that most construction invoices have been presented.

The Board discussed changing the carpet around the compass rose in the vestibule.

The Board asked Ryan Raskin about boiler and heating (HVAC) issues.

Discuss Donor Recognition Board; and Action Thereon

The Board is still waiting for a quote from Thiel Design.

Consider New Library Logo; and Action Thereon

Motion made by Sherry Bublitz, seconded by Steve Ruggieri, to adopt logo #3. Motion carried without a negative vote.

Update on Parking Signs; and Action Thereon

One sign will be installed in the parking area saying that parking is reserved for OCHS and Library. The sign will be ordered and installed by Public Works.

Discuss Brackets for Stone Ledges; and Action Thereon

Motion made by Steve Ruggieri, seconded by Vonna Pitel, to accept the quote in the amount of \$825.44 for bronze skater deterrents from Intellicept. Motion carried without a negative vote.

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

Sue Karlman will get a quote from the installer in Racine and ask Alex Ramsey to review for color, font and placement on the building. The Board prefers that the letters are placed above the first floor windows for best visibility.

Discuss Public Art Policy; and Action Thereon

Steve Ruggieri reviewed the progress of the Public Art Policy and discussed who might serve on the Committee. Steve Ruggieri volunteered to be the Board representative on the Cedarburg Public Library Art Committee.

Discuss 2015 Proposed Budget Draft; and Action Thereon

The Board briefly discussed the unfunded portion of the Operations budget. The Common Council will vote on the budget on November 24.

NEW BUSINESS

Review Unaccompanied Adults in the Youth Services Department Policy; and Action Thereon

The Board discussed the new policy for unaccompanied adults in the children's room.

Motion made by Council Member O'Keefe, seconded by Steve Ruggieri, to approve the Unaccompanied Adults in the Youth Services Department policy. Motion carried without a negative vote.

Review Unattended or Lost Children Policy; and Action Thereon

The Board discussed this policy and made minor changes.

Motion made by Vonna Pitel, seconded by Steve Ruggieri, to accept the Unattended or Lost Children policy with changes as discussed. Motion carried without a negative vote.

Review Library Code of Conduct Policy; and Action Thereon

Motion made by Debra Goeks, seconded by Liz Bryde, to accept the Library Code of Conduct policy with changes as presented. Motion carried without a negative vote.

The Board asked Director Pierschalla to look into getting an additional trash can for the front of the building.

Review Director and Library Staff Evaluation Process; and Action Thereon

Director Pierschalla discussed the process she plans to use to evaluate full-time library staff. Sherry Bublitz and Liz Bryde (Personnel Committee) asked trustees to fill out an evaluation for Director Pierschalla and return it before Thanksgiving to the circulation desk.

ADJOURNMENT

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to adjourn the meeting at 9:00 p.m. Motion carried without a negative vote.

Debra Goeks
Secretary

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