

LIBRARY BOARD
June 23, 2021

LIB20210623-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, June 23, 2021, 6:30 p.m. at the Cedarburg Public Library, W63N589 Hanover Ave., Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:40 p.m.

Roll Call Present - Council Member Sherry Bublitz, DeWayna Cherrington,
Sue Karlman, Joycelyn Russo, Meghan Wielebski, Michael
Maher

Excused - Todd Bugnacki

Also Present - Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

President DeWayna Cherrington 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

A correction was made by Director Pierschalla to the June 2, 2021 minutes that the Librarians should be listed as Deb Bauer and Lauren Beldavs using the book bike for outreach instead of Librarians Deb Bauer and Lauren Pierre, as listed in the meeting minutes.

Motion made by Sherry Bublitz, seconded by Joycelyn Russo, to approve the minutes from June 2, 2021 as corrected. Motion carried without a negative vote with Todd Bugnacki excused.
The motion passed without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Pierschalla reviewed the financial statements. Library expenses are trending lower in part-time salaries, maintenance, repairs, and travel & training. Staff has been asked to pay for their own training and travel. Director Pierschalla noted that the library is careful to not purchase anything unless absolutely necessary. She noted that revenue from fees and fines is down because fines were suspended during the COVID-19 closure but has increased this and last week. County reimbursement was \$1,355 short due to a calculation error. Two items listed on the City of Cedarburg Library AP Batch are commented for Pool-Operating and Pool-Repair & Maintenance. These will be investigated to determine if an error in billing or comments were made.

Motion made by Council Member Bublitz, seconded by Mike Maher, to approve the bills and financial statements as presented. The motion carried without a negative vote with Todd Bugnacki excused.

NEW BUSINESS

Review and Discuss Preliminary 2022 Budget; and Action Thereon

Director Pierschalla and the Board discussed the preliminary 2022 budget which will be presented to the Common Council at the June 28 meeting. Director Pierschalla noted that there was a drop in part-time personnel salaries from the listed 2021 budget to the 2021 estimated budget due to the loss of a part-time employee who will not be replaced. In addition, movement in staff will be implemented to cover a full-time employee retirement. For operating costs, \$20,000 was cut from the Publications and Subscriptions budget for 2020, due to lack of revenue and costs dealing with COVID. Additional cuts were also made to the operating budget by staff paying for their own training/travel and a reduction in supplies. It was budgeted for 2021 to end with a deficit of \$50,310 but the estimated 2021 deficit is projected to be \$23,306 to be made up by operational cuts.

This deficit is expected to continue in years to come primarily due to health insurance increases and increase in salaries for pay grade for professional staff. The Board discussed how the continued use of the fund balance to cover these deficits is not sustainable.

Library Capital requests are also included in the report to the City Council. For 2021, \$7,000 was used to update the telephone system to VOIP. Director Pierschalla updated the Board concerning the possibility of leasing new computers in place of purchasing them, as these are listed as a request for 2022 funding. Director Pierschalla stated that David Nimmer talked to three other area libraries that have leased computers in the past and found they have not had an optimal outcome. He will talk to Beaver Dam Library which is currently leasing to find out about their experience and will get back to the Board. Window tinting is a much needed item for 2022 as the light from the windows on the east and south side of the building are causing damage to the collections and the furniture. An additional item of request is \$7,000 to update the door/security/alarm system. Mike Maher asked if this was required maintenance or if this can be put off to another time. Director Pierschalla will look into this.

Discuss the Library Trustee Job Description from the Trustee Essentials Handbook Published by WI Dept. of Public Instruction; and Action Thereon

Director Pierschalla and the Board reviewed the trustee job description according to the Trustee Essentials: A Handbook for Wisconsin for Wisconsin Public Library Trustee. Qualifications pertaining to the ability to attend meetings with regularity were noted. It is understood amongst the Board that Todd Bugnacki has tremendous school responsibilities that have increased greatly. President DeWayna Cherrington will discuss with Todd Bugnacki and determine if there is alternate school representation that may attend Library Board meetings in his absence.

REPORTS

Director's Report

Director Pierschalla and the Board reviewed items from the staff report. Director Pierschalla is continuing to meet and exceed the goals of the strategic goals for Marketing Library Services and Programs. This includes but is not limited to the following: Summer mailer sent to 6,000 City resident homes in early June 2021 with summer reading program information along with other pertinent library information.

Patron Point now has a new service which allows patrons to receive book recommendations based upon their preferences which in turn helps market collections and draw in more patrons. In addition, Director Pierschalla is confident they can continue to work on Goal 2 of Enhancing Services and Access now that in-person programming is beginning again.

Cedarburg Friends of the Library had great success with their April paper shredding fundraiser, June Dine Out Do Good with New Fortune, and their June Book Sale.

A Community Weaving Project is currently taking place at the Library. This will eventually travel to the Cedarburg Art Museum's Beer Garden and the Cedarburg Cultural Center.

A new app replacing the Monarch 2 Go app was released on May 3, 2021.

In addition, along with their many other projects and collaborations, the staff is deep in preparation for summer programs.

School Report – No current report.

ADJOURNMENT

Motion made by Council Member Bublitz, seconded by Joycelyn Russo, to adjourn the meeting at 8:00 p.m. The motion carried without a negative vote with Todd Bugnacki excused.

Meghan Wielebski
Secretary

adk