

LIBRARY BOARD
March 23, 2022

LIB20220323-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, March 23, 2022, at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room and via Zoom.

The meeting was called to order by President DeWayna Cherrington at 6 :35 p.m.

Roll Call: Present - DeWayna Cherrington, Michael Maher, Joycelyn Russo, Lorraine LeSage (via zoom), Council Member Sherry Bublitz (via zoom toward end of meeting)

Excused - Meghan Wielebski, Kassandra Bartelme

Also Present - Assistant Library Director David Nimmer

STATEMENT OF PUBLIC NOTICE

President DeWayne 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

Motion made by Michael Maher, seconded by Joycelyn Russo, to approve the February 23, 2022 Library Board minutes. Motion carried without a negative vote with Meghan Wielebski, Kassandra Bartelme, and Council Member Bublitz excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Motion made by Joycelyn Russo, seconded by Michael Maher, to approve the bills and financial statements for February. Motion carried without a negative vote with Meghan Wielebski, Kassandra Bartelme, and Council Member Bublitz excused.

REPORTS

Director's Report – Assistant Library Director David Nimmer

Filling in for Library Director Linda Pierschalla who was attending the Public Library Association conference in Portland, OR, was Assistant Library Director David Nimmer. Assistant Director Nimmer noted that Kassidy O'Harrow will start on Monday, March 28, 2022, as a part-time Adult Services Associate. Her job responsibilities will include assisting with library marketing.

A WI Dept. of Workforce Development representative is now on site every Tuesday to assist the public with job searches, unemployment issues, and resume building amongst other tasks. They are available Tuesday mornings by appointment and Tuesday afternoons on a drop-in basis.

The Library of Things has been catalogued and is now available to be searched online. CFOL has donated money to expand the Library's holdings.

The Sunshine Committee has been busy celebrating staff birthdays and marking employment anniversaries.

The next CFOL Dine Out Do Good is scheduled for April 6 at New Fortune Restaurant.

Discussion turned to a memo to the Cedarburg Friends of the Library Fund Committee from Director Pierschalla regarding funding requests for 2022. The Fund Committee granted two of the five funding requests: \$9,131 for construction in an exterior wall for the new outdoor book return (ARPA funds had not been requested for this because it was not yet known that a wider opening would be required); and \$3,500 for a SMART board and mobile stand. Construction on the outer wall will proceed with delivery of the new book return unit on Monday, March 28, installation on Tuesday and Wednesday, and finishing work on Thursday.

A question arose about making self-checkout stations more wheelchair accessible. Assistant Director Nimmer said that although the stations could not be lowered, the display screens on the monitors could shift tasks to their bottom half to be more easily reached. The units can also be pulled forward. The self-checkout option is utilized by approximately two-thirds of library patrons.

Regarding Library events, Carla Luna's author event had a good turnout with 47 attendees; the Historical Stitching classes are extremely popular with attendance limited to twelve with a lengthy waitlist for both; Hoopla audiobooks are an increasingly popular option for library patrons; and Youth Services is busy preparing for the Summer Reading Program.

Assistant Director Nimmer and others are working to make an overdue fine payments option available online.

School Report – Lorraine LeSage

Lorraine LeSage reported that she is working to spend down the District's Library budget. Order fill times continue to be delayed. On March 16, Ms. LeSage attended a Cedarburg School District Instructional Complaint Review Committee meeting regarding a parent complaint about the appropriateness of the book *The Kite Runner* by Khalid Hosseini for 10th grade English classes. Jeridon Clark has been chosen as the Cedarburg School District's new Superintendent.

NEW BUSINESS

REPORT ON NEW EQUIPMENT BEING INSTALLED AT THE LIBRARY/PROJECTS AROUND THE LIBRARY

Monarch Library System RFID Project

The MLS received a \$185,000 grant from State ARPA funds to add checkout pads and RFID tags to all items in MLS system libraries. Although the Cedarburg Public Library already has an RFID system in place and will not require funds for our current collection, about five other libraries in the system do not yet have such systems. CPL may be pressed to add RFID tags to these outside

libraries' items as they come into our building. CPL will be looking to get those RFID tags funded through the grant.

Envision One Stop Stations (4)

These stations have been partially set up and will offer checkouts, library services/upcoming events displays, and a rolling RSS feed of the current day's programs/events. These stations also have the potential to be used to check IN books. In addition, two of the units will be equipped with credit card terminals to allow for payment of fees, fines, and printouts. Assistant Director Nimmer hopes to have this feature set up by early April.

Envisionware Automatic Materials Handling Book Drop

As noted above, this unit should be installed and operational by April 1. While under construction, no items will be due. The previous book drop machine had a poor design that led to numerous jams. The new machine will hopefully sort and process books and other items more efficiently; its design will allow for future expansion and/or reconfiguration.

Window Cleaning/Tinting

This service is scheduled for April 22.

Maker Lab

Thanks to the Cedarburg Friends of the Library Fund Committee approving the purchase of a SMART Board for the Maker Lab, the lab will be able to offer expanded activities and space for collaborations.

New Public Internet Computers

Ten new Dell micro form factor computers have been ordered to replace all the PC computers in the public internet computer lab with one higher spec machine to be used for running the Adobe Creative Cloud software suite.

New Chromebooks/Laptops/2-in-1

Staff is in the process of ordering the new equipment. Initially they will be used for programming. The Library may consider loaning them out in the future.

ADJOURNMENT

Motion made by Joycelyn Russo, seconded by Michael Maher, to adjourn the meeting at 7:32 p.m. Motion carried without a negative vote with Meghan Wielebski and Kassandra Bartelme excused.

Joycelyn Russo
Vice President

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