

LIBRARY BOARD
June 22, 2022

LIB20220622-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, June 22, 2022, at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:37 p.m.

Roll Call: Present - DeWayna Cherrington, Council Member Robert Simpson, Meghan Wielebski, Joycelyn Russo, Michael Maher

Excused - Kassandra Bartelme

Absent - Lorraine LeSage

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

Motion made by Michael Maher, seconded by Joycelyn Russo, to approve the April 20, 2022 Library Board minutes with a correction to remove Riti Grover as present and the May 25, 2022 minutes as presented. Motion carried without a negative vote with Kassandra Bartelme excused and Lorraine LeSage absent.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Pierschalla reviewed the financial statements with the Board Members with the following highlights:

- County reimbursement for non-library residents was \$243,632.
- A savings in salaries will be seen because of the Adult Services openings.
- Currently, the bills and financials are trending normally.
- Two different vendors and possibly a third, as suggested by Council Member Simpson, will be contacted about protective coatings for the east and south side windows.

Motion made by Michael Maher, seconded by Joycelyn Russo to approve the bills and financial statements. Motion carried without a negative vote with Kassandra Bartelme excused and Lorraine LeSage absent.

REPORTS

Director's Report – Library Director Linda Pierschalla

Allison Wray has been hired as the new Adult Services Librarian to begin on July 5, and her focus will be on community engagement. She is from the Germantown Library, and she was also an Assistant Director at the Cedarburg Art Museum.

The Custodian position has been filled by Joan Dupries who lives in Cedarburg and is also a custodian for the West Bend School District.

Molly Witte from the Circulation Department has left for a position with the Ozaukee Nonprofit Center. Her position was 14 hours per week.

Two summer brochures were sent out and within 11 days, 502 people signed up for the Summer Reading program.

The new Cedarburg Public Library website should be ready by the end of July and will include a Library Board page. Members should send an individual photo to Director Pierschalla.

Director Pierschalla presented the 2021 Library Report at the June 13 Common Council meeting, stating that their biggest struggle is retention of staff due to retirements and staff leaving for better paying positions or to work at larger libraries.

There were no updates to the Strategic Plan.

The Jack Henke show is returning to the Library's radio station.

The Greater Cedarburg Foundation Gala will be held on October 1, 2022. The Cedarburg Public Library will be one of the stops starting at 6:00 p.m. prior to the dinner at the Cedarburg Cultural Center at 7:30 p.m. Library Board Members will help with the Gala.

School Report – No report available from Lorraine LeSage.

Meghan Wielebski updated the Board on three pieces that have been approved to the curriculum:

- *I and You*
- *Klara and the Sun*
- *Othello*

NEW BUSINESS

Review and Discuss Preliminary 2023 Budget

Director Pierschalla stated that additional revenue received from the County Library tax is \$23,209 with other revenue being flat. Recent direction from the City is to justify any requests for additional funding. The Budget parameters are on the July 11 Common Council meeting agenda.

Expenses:

Personnel: Wages and Benefits

Direction from the City Administrator is for Department Heads to determine raises based on performance reviews. The Library Board and Director Pierschalla determine Library Staff wages. Director Pierschalla is unsure yet if there will be any cost of living percent from the City. The Library Board and Director Pierschalla need to look at the Employee Merit pay so employees move

up in their pay grade. The City is moving to the State Health Plan, so final numbers for health insurance are not known yet. There may possibly be 1-2 staff retirements in 2023 with potential expenses of \$27,000.

Operational:

Expenses are flat for the most part with a slight increase for the Library's membership fee in the Monarch Library System and a slight increase for utilities.

Use of Fund Balance will be needed to help cover materials collection.

Future Needs:

Use of additional revenue from the County toward staff merit increases for some staff.

Use some Fund Balance toward the collection.

Succession plan for Youth Services Department due to retirement.

ADJOURNMENT

Motion made by Michael Maher, seconded by Joycelyn Russo, to adjourn the meeting at 8:05 p.m.
Motion carried without a negative vote.

Meghan Wielebski
Secretary

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