

LIBRARY BOARD
March 22, 2023

LIB20230322-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, March 22, 2023, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

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

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

Excused - Cassandra Bartelme, Meghan O'Driscoll

Absent - Lorraine LeSage

Also Present - Library Director Linda Eastwood

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 & SUGGESTIONS FROM CITIZENS - None

APPROVAL OF MINUTES

The February 22, 2023 minutes will be presented at the April meeting for approval.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

The invoice for salt was discussed and the Trustees asked Director Eastwood to observe the next bill along with the work that goes along with it. Director Eastwood also pointed out in the Financial Statement that the actual cost for health insurance is \$81,879 versus the \$113,760 that was budgeted last June. In addition, the sick payout for a staff retirement was \$2,958 less than budgeted. The Net Revenue minus Expenditure is now +\$10,677. A beginning Fund Balance of \$106,345.02 plus \$10,677 is then \$117,022.02. Director Eastwood pointed out that the Library is not receiving the \$10,000 from the Friends of Library this year for new books and asked if that could instead come from Fund Balance this year. The Board concurred this would be a good use of funds due to the high demand at the Library from our patrons for new books along with the Cedarburg Library being the biggest borrower from other libraries in the Monarch Library System.

Motion made by Joycelyn Russo, seconded by Council Member Simpson, to approve the bills and Financial report. Motion carried without a negative vote with Cassandra Bartelme and Meghan O'Driscoll excused and Lorraine LeSage absent.

After approval, Director Eastwood noted the Board has a Fund Balance policy to maintain a balance of \$25,000 in the Fund Balance. This policy will be on a future agenda.

REPORTS

Director's Report

Director Eastwood is finishing performance reviews this month. The last two vacant positions are now filled for a part-time Shelver and Circulation Aide.

Director Eastwood's grant application from the Greater Cedarburg Foundation was accepted for the two new AWE literacy computer stations for the Youth Services Department, total \$9,000. The award ceremony is May 17, 2023 at the American Legion.

Director Eastwood and the Board discussed the allocation of the materials budget and amounts spent on books, media, and electronic resources. Hoopla and Kanopy have become increasingly popular and are taking up more of the collection budget, making it more important to have extra funding for books. The other electronic resources were analyzed and CreativeBug, that was purchased during Covid time, may be one to eliminate when the renewal comes up for a savings of \$850.

School Report - None

NEW BUSINESS

Discussion and Possible Action on Public Arts Policy

The Board agreed to eliminate the Library Arts Committee along with its policy since it is no longer active, and the intent was more than what the Library can deliver in terms of time, staff, and materials.

The Public Art Exhibits Policy originally adopted on September 29, 1999 was reviewed. Edits and clarifications were made to the purpose of public art exhibits, display, acquisition, and identification of artworks.

Motion was made by Michael Maher, seconded by Joycelyn Russo, to approve the Public Art and Exhibits Policy with corrections. Motion carried without a negative vote with Kassandra Bartelme and Meghan O'Driscoll excused and Lorraine LeSage absent.

Discussion and Possible Action on Confidentiality of Library Records Policy

Director Eastwood included a template in the packet from the WI Dept. of Public Instruction Division for Library Services that is a sample policy for libraries to use for privacy of library records. Director Eastwood recommended using the template and editing it with the Cedarburg Public Library name.

Motion made by Michael Maher, seconded by Council Member Simpson, to accept the policy template from the Division of Library Services with the insertion of Cedarburg Public Library for

name of library. Motion carried without a negative vote with Kassandra Bartelme and Meghan O'Driscoll excused and Lorraine LeSage absent.

ADJOURNMENT

Motion made by Michael Maher, seconded by Council Member Simpson, to adjourn the meeting at 7:50 p.m. Motion carried without a negative vote with Kassandra Bartelme and Meghan O'Driscoll excused and Lorraine LeSage absent.

Linda Eastwood
Director

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