

LIBRARY BOARD
May 24, 2023

LIB20230524-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, May 24, 2023 at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:48 pm

Roll Call: Present – Council Member: Melissa Bitter, Meghan O’Driscoll, Michael Maher, DeWayna Cherrington

Excused - Lorraine LeSage, Joycelyn Russo, Kassandra Bartelme

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.

INTRODUCTION AND WELCOME – COUNCIL MEMBER MELISSA BITTER

The Board Members introduced themselves and welcomed Council Member Bitter to the Library Board.

COMMENTS & SUGGESTIONS FROM CITIZENS - None

ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY

This agenda item will be postponed to the June meeting when more Board members are present.

APPROVAL OF BILLS AND FINANCIALS

Director Eastwood explained the monthly financial line items and provided an overview to Council Member Bitter. All expenditures are trending as they should be.

Motion made by Mike Maher, seconded by Meghan O’Driscoll to approve the bills and Financial report. Motion carried without a negative vote with Lorraine LeSage, Joycelyn Russo, and Kassandra Bartelme excused.

REPORTS

Director Report

There was a half day in-service at the Library on May 12, 2023, to prepare for the summer reading program, participate in an active shooter drill, an inclement weather drill, and take an outdoor photo.

Radio Room is collecting an oral history in the community electronic resources on the Library website with the Storycorps program. The Library Staff are working on a StoryCorps DIY program to record oral histories of community members and then archive them to the Library's website. Interviews will take place in the Radio Room and there will also be a kit patrons can check out to record interviews from home or another location.

The Library received a \$9,000 grant from the Greater Cedarburg Foundation.

The Summer Reading kick off program will be held on Saturday, June 10, 2023.

School Report

Meghan O'Driscoll reported that currently there is no longer a drone class at the high school to help with drone programs at the Library.

UNFINISHED BUSINESS

Update and Possible Action on Strategic Plan

The Strategic Plan was updated to:

- Improve marketing and communication. The Community wanted enhanced services and library access.
- Using the A to Z database to send out welcome letters and library links to new Cedarburg residents. One example of this is the work with the Department of Workforce Development Center on June 1.
- Set up the public printing for the large format printer.

Review and Possible Action on Revised Library Policies

The Privacy of Library Records and Library Use Policies were reviewed and discussed.

Review and Possible Action on Library Fund Balance Policy

The Board Members and Director Eastwood discussed making possible alterations to the Fund Balance policy and decided to review it further and discuss at next month's meeting.

Review and Certify Code of Ethics; and Action Thereon

All members in attendance reviewed and certified the Code of Ethics.

ADJOURNMENT

Motion made by Mike Maher, seconded by Meghan O'Driscoll, to adjourn the meeting at 8:06 p.m. Motion carried without a negative vote with Lorraine LeSage, Joycelyn Russo, and Kassandra Bartelme excused.

Meghan O'Driscoll
Secretary

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