

LIBRARY BOARD
June 28, 2023

LIB20230628 - 1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, June 28, 2023 at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:50 p.m.

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

Excused - 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.

ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY; AND ACTION THEREON

Motion made by Michael Maher, seconded by Meghan O’Driscoll, to nominate and approve the slate of candidates for President (DeWayna Cherrington), Vice-President (Joycelyn Russo) and Secretary (Kassandra Bartelme). Motion carried without a negative vote with Lorraine LeSage excused.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

Motion made by Joycelyn Russo, seconded by Meghan O’Driscoll, to approve the minutes from the February 22, 2023 meeting. Motion carried without a negative vote with Lorraine LeSage excused.

Motion made by Michael Maher, seconded by Meghan O’Driscoll, to approve the minutes from the April 26, 2023 meeting. Motion carried without a negative vote with Lorraine LeSage excused.

Motion made by DeWayna Cherrington, seconded by Michael Maher, to approve the minutes from the May 24, 2023 meeting. Motion carried without a negative vote with Lorraine LeSage excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Eastwood explained a few line items from the bills and financial statements:

- Revenue: Under County reimbursement, there is an additional \$17,087 because Washington County wasn't originally included.
- Donations: had been getting \$30K from the Friends but will likely get only \$15K this year due to less donations and book sales.
- Community room budget is up – lots of rentals.
- Fund balance should remain as is for this year due to extra County reimbursement and health insurance came in under budget.
- Monarch Library System - \$23K is annual Monarch payment (IT, catalog, band delivery service, web support, online subscriptions for online services) – based on grade of library.
- Bought some items to update tinker lab – mobile display, redesigned seating.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to approve the bills and financial statements. Motion carried without a negative vote with Lorraine LeSage excused.

REPORTS

Director's Report

May/June Activity Report

Anna Kolbach resigned her position as part-time Youth Services Librarian to take a full-time position with another employer. Page Jane Messerman will be leaving at the end of the summer to attend MIAD. These positions will be posted soon.

2023 goals: Cedarburg Reads – Nickolas Butler will be the featured author. He will present at the Cedarburg Cultural Center on October 25. Cedarburg Reads will include a writing contest again this year starting in August. Promote is a new system that will replace Patron Point marketing software. Promote will be built into the Monarch System/membership, so there is no added cost. CPL is BETA testing the program.

Director Eastwood received a grant for the ALA conference in Chicago – Director Eastwood and Assistant Director Sigismondi attended the conference on August 22 – 26, 2023. The keynote speaker was Judy Blume. Idina Menzel and her sister were also there to promote their new books.

Strategic Plan: There was no funding for the 2023 Summer Reading Program mailing. There are plans to add a donate button on the Library website. Donations will go directly into Greater Milwaukee Foundation, which is where the Greater Cedarburg Foundation donations are received.

The large print printers are popular, and bulletin boards are coming soon. A Job Fair held in June was very successful. The workforce person from the State is at the Library every Tuesday – Vice-chairperson Russo asked if that person advertises or if the Library does, and both do.

The Library will send welcome letters quarterly to new Cedarburg residents using the A to Z database. Chairperson Cherrington asked whether this works for apartments and Director Eastwood wasn't sure. The Library does provide information to the apartment buildings to post.

Director Eastwood mentioned that Assistant Director Anthony Sigismondi is a huge asset to the library.

Assistant Director's Report

Window cleaning has been coordinated with the City on July 19 and/or 20, 2023. The software on staff computers were updated. The book bike has a new charger. Library visits and use of digital options have increased.

Other Librarian Reports

Cedarburg Authors' Circle is going well (Leslie Kagen, etc.), also coordinated the Summer Speakers' Series. Due to statistics and minimal use, the Library is unlikely to renew the Creative Bug subscription. Patron Point emails are opened by an average of 50% of recipients. The emails have a very low unsubscribe rate.

Michael Maher asked about starting to offer passes to loan out. The Library currently has Schlitz Audubon passes (inexpensive) that cardholders may borrow. The library has a certain number of one-time use State Park day passes that will be used for prizes for the reading program. Other options the Library may consider, pending funding:

- Zoo pass - \$500 for one pass for one year
- Discovery World - \$800

The Board discussed that this could maybe be added to the budget for 2023-24, or possibly ask the Friends of the Library for a donation (but this may be difficult because it would be needed every year); or maybe could get local sponsorships for specific passes.

Michael Maher commented that the Libby wait has improved, due to having extra copies purchased by the Monarch System.

Adult summer reading program is going well, 87 adults signed up at the time of the report.

School Report – No report

UNFINISHED BUSINESS

Review and Possible Action on Library Fund Balance Policy

The current Policy requires a minimum Fund Balance of \$25K. Director Eastwood asked other libraries what they require and she received responses from three libraries. In summary, others have a 6-figure Fund Balance or keep a Fund Balance minimum of 10% of their operating budget. (The Library may need to spend down the Fund Balance so funding from the City isn't restricted due to having a large Fund Balance), another library invests surplus into a CD.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll to change the Library Fund Balance policy by replacing "*The Board of Trustees has established the minimum Fund Balance to be \$25,000.*" to "*The Board of Trustees will keep a minimum Fund Balance at 10% of the Library's annual budgeted operating costs.*" Motion carried without a negative vote with Lorraine LeSage excused.

Motion made by Kassandra Bartelme, seconded by Joycelyn Russo, to approve the addition of the following to Section II: *The Board will keep a portion of the funds to allocate spending from the Library's Fund Balance for the following:*

- *Library materials*
- *Technology upgrades*
- *Adult, Teen, and Children's programming*
- *Non-recurring library costs*
- *Capital improvement projects*

Motion carried without a negative vote with Lorraine LeSage excused.

Motion made by DeWayna Cherrington, seconded by Meghan O'Driscoll, to approve (a) Remove "*The allocation of amounts of from the Fund will be determined by the Board of Trustees to be either Assigned or Unassigned.*" From Section II and (b) remove all of Section III, EXCEPT "*Approval for expenditure is determined by the Board of Trustees.*" This sentence will be added to Section II. Motion carried without a negative vote with Lorraine LeSage excused.

NEW BUSINESS

Review and Possible Action on 2024 Library Budget Draft

Director Eastwood shared challenges with the Common Council at the June meeting: (1) staff turnover and salaries and (2) this Library is the biggest borrower from other libraries because the CPL doesn't have enough books, etc. to support our patrons' needs.

The County revenue increased by 8.52%, City property tax revenue is staying the same. The total proposed revenue has increased 2.15%. The proposed budget includes a significant increased budget for equipment/capital outlay, publications, and supplies (books), program supplies, and repair and maintenance, among other smaller increases. Merit pay will be added for employees who didn't get it last year. Health insurance is tentative. Marketing expenses will decrease because the Library is switching to Promote from Patron Point. The proposed budget draft results in a \$73,719 deficit and that would come from the Fund Balance.

Meghan O'Driscoll suggested increasing publications and supplies from \$125,000 to \$150,000 and reduce the proposed budget for equipment/capital outlay from \$50,000 to \$25,000. Director Eastwood will consider this suggestion. The Board will continue the budget review for action next month.

Review and Possible Action on Quote for Window Tinting

The Board of Trustees viewed window tinting examples in the Teen Corner. The quote from 2022 for “Prestige 40” is \$15,000. The salesperson will honor the same quote despite increased costs but it’s unclear whether the current quote includes the large windows at the stairway. Director Eastwood will ask the company for an updated quote to include all windows on the current quote. The Prestige 40 tinting is darkest recommended to still allow sufficient natural light and protect books and furniture from heat/light damage. Director Eastwood will get a new quote and may call a special meeting to discuss the quote if needed.

ADJOURNMENT

Motion made by Joycelyn Russo, seconded by Meghan O’Driscoll, to adjourn the meeting at 8:40 p.m. Motion carried without a negative vote with Lorraine LeSage excused.

Kassandra Bartelme
Secretary

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