

LIBRARY BOARD
August 23, 2023

LIB20230823-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, August 23, 2023 at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:40 p.m.

Roll Call: Present - DeWayna Cherrington, Kassandra Bartelme, Joycelyn Russo, Meghan O'Driscoll (6:50 p.m.)

Excused - Council Member Melissa Bitter, Michael Maher

Also Present - Library Director Linda Eastwood, School Superintendent Jeridon Clark

STATEMENT OF PUBLIC NOTICE

President DeWayna Cherrington acknowledged the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS

Suzy McManus, N30W6863 Lincoln Blvd, stated that at the last meeting, a person in attendance representing the School District voted. This was an error because the person wasn't an appointed member and therefore should not have voted. This was acknowledged and was addressed later in the meeting.

APPROVAL OF MINUTES

The July 26, 2023 Library Board minutes will be presented at the September meeting for approval.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Eastwood explained that the Library should be at 58% of their budget spent at this point in the year and the Library is at 57.5%.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to approve the bills and financial statements. Motion carried without a negative vote with Council Member Bitter and Michael Maher excused.

REPORTS

Director's Report

The part-time Youth Services position has been filled by Kim Hoppe. A part-time Adult Services staff member resigned to take a full-time position. A new staff member has been hired for that position and will start on September 18, 2023, contingent upon a completed background check. A High School student was hired as a new Shelver/Pager.

The Friends of the Library are working on Cedarburg Reads/Writes. All books have been checked out. The Author talk will be held on October 25, 2023 at the Cedarburg Cultural Center.

The Library is receiving a \$1,000 grant from the Cedarburg Grafton Rotary Club in honor of retiring member Bill Wernecke. This grant will be used to purchase mystery books, large print books, and a bookplate in recognition of Mr. Wernecke. Total grants received this year is \$13,000.

Repairs are needed in the Library including the HVAC, sprinkler system, and lighting repairs.

- The sprinkler system repair estimate is \$1,331.30
- The HVAC controller upgrade estimate is \$8,650.00
 - This fix isn't urgent, so may wait until 2024 and use Capital funds.

Window tinting was approved at the July Board meeting and will be done on August 24, 2023.

The summer reading program was very successful. The Library was very busy and usage numbers were all higher in July.

This week is Trustee Training Week. There are several recorded seminars that the Trustees can listen to at their convenience.

School Report

A new librarian was hired for the School District – Michelle Neglia. The District had 1.6 FTE filled last year, now has 2.0 FTE filled for this year.

UNFINISHED BUSINESS

Review and Possible Action on 2024 Library Budget Draft

The Board reviewed the budget. The Board also reviewed the new City employee compensation plan. The Library budget allows a 4% pay increase for all except contracted employees. A 5% pay increase is planned for the Assistant Director. Health insurance is expected to increase by 14%. Operating expenses are relatively similar; however, the Library may need to reduce publications due to the health insurance increase. The City is adding Martin Luther King, Jr. Day as a holiday.

Motion made by Kassandra Bartelme, seconded by Joycelyn Russo, to approve the draft budget and bring it to the City for discussion on August 28, 2023. Motion carried without a negative vote with Council Member Bitter and Michael Maher excused.

NEW BUSINESS

Review and Possible Action on Quote from Johnson Controls for Temperature Control System Components

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo, to put the Johnson Control HVAC improvement into the 2024 Capitol Fund request. Motion carried without a negative vote with Council Member Bitter and Michael Maher excused.

Review and Possible Action on Language Change to Ordinance No. 2023-11

The Library Board ordinance (Section 2-4-3(b)) currently states only appointed members can vote. There is a discrepancy between State Statute and the City Library Board ordinance. State Statute

states that up to two members can be non-residents of the City. The ordinance language was updated to match the State Statute. The Common Council approves the ordinance changes but the Library Board can offer feedback on the ordinance. The Board suggested the following changes in their motion to approve Ordinance No. 2023-11.

Motion made by DeWayna Cherrington, seconded by Meghan O'Driscoll, to support the language in the revised Section 2-4-3 Library Board ordinance as stated in the agenda and provided in the packet with a friendly amendment to remove the comma in sentence 2 of paragraph (2) between the words "District" and "or" as it is incorrect grammar. Motion carried without a negative vote with Council Member Bitter and Michael Maher.

Clarification was requested by Joycelyn Russo on which board members could be residents of other municipalities and be appointed to the Board. It was discussed that it could be any member of the Board (up to two people) that could be residents of other municipalities.

Review and Possible Action on 2024 Martin Luther King, Jr. Holiday and Library Closure for Floating Holiday

Director Eastwood explained that she considered whether the Library should be open on MLK, Jr. Day, since the schools are closed and the Library could provide MLK, Jr. celebrations. The Staff was surveyed and supported to close in honor of MLK, Jr. and to consider it a day of observance. Director Eastwood decided that the Library will close.

Consider and Possible Action on Rescheduling the October and November Library Board Meetings

The October Library Board meeting conflicts with the Cedarburg Reads author event on October 25, 2023. The November Library Board meeting is the Wednesday before Thanksgiving.

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo to change the Library Board meeting dates to October 18 and November 29, 2023 respectively. Motion carried without a negative vote with Council Member Bitter and Michael Maher excused.

ADJOURNMENT

Motion made by Joycelyn Russo, seconded by Kassandra Bartelme, to adjourn the meeting at 8:01 p.m. Motion carried without a negative vote with Council Member Bitter and Michael Maher excused.

Kassandra Bartelme
Acting Secretary

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