

LIBRARY BOARD
October 4, 2023

LIB20231004-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, October 4, 2023 at the Cedarburg Public Library, W63 N589 Hanover Avenue, Staff Lounge.

The meeting was called to order by President DeWayna Cherrington at 6:38 p.m.

Roll Call: Present: Michael Maher, DeWayna Cherrington, Joycelyn Russo, Cassandra Bartelme,
Council Member Melissa Bitter, School Superintendent Jeridon Clark

Excused: Meghan O'Driscoll

Also present: Library Director Linda Eastwood

APPROVAL OF MINUTES

Motion made by Michael Maher, seconded by Council Member Bitter, to approve the July 26, 2023 Library Board minutes. Motion carried without a negative vote with Meghan O'Driscoll excused.

Motion made by Joycelyn Russo, seconded by Council Member Bitter, to approve the August 23, 2023 Library Board minutes. Motion carried without a negative vote with Meghan O'Driscoll excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

The budget will likely go over on part-time wages by approximately \$30,000 because this was estimated in June 2022, due to not having the right numbers (hours, number of positions, etc.) This is the first time the Library will be over budget. There is cushion in other areas as the Library received more from the County than budgeted and the health insurance is coming in under budget as well as some other areas. The Library will also be using less from the Fund Balance than expected.

Friends of the Library donated \$5,000 to the Library to buy new books. A resident also donated \$1,000 to the Friends and they are keeping \$500 for their account and \$500 is going to the Library for e-books. Marjorie Foy listed the Library and others in her estate. The Library will receive 5% of the estate. It is unclear what the total estate is. It is also unclear when the estate will be settled.

Motion made by Cassandra Bartelme, seconded by Michael Maher, to approve the bills and financial statements. Motion carried without a negative vote with Meghan O'Driscoll excused.

REPORTS

Director's Report

Personnel is at full staff. The Library has two new Pagers/Shelvers: Olivia and Charlotte, a new Front Desk Associate, Emily, and an Adult Services Associate, Gemma.

Cedarburg Reads/Writes is in full swing. Author Nickolas Butler who wrote *Shotgun Lovesongs* is being interviewed on the Jack Henke show on October 5, 2023. The writing contest closes Sunday night. Two

book discussions are planned in October and a big presentation from the author on October 25, 2023 at the Cedarburg Cultural Center.

Director Linda Eastwood attended the Mid-Moraine Municipal Association dinner meeting to support the Monarch Administrator's presentation.

The Youth Services Department is doing a fabulous job. They have added a homeschool social and will inquire about how the Library can support homeschooling children. The thirty-year anniversary of Jurassic Park will be a dinosaur tinker lab theme.

The number of people coming through the front door has increased significantly. New apartments down the street will likely bring in new library card owners.

The Library is now offering a family pass to borrow for up to three days for Bookworm Gardens in Sheboygan.

The listener count for the Jack Henke show is increasing month by month.

School Report

New School Librarian, Michelle Neglia is doing well. She is looking to do some different library services to provide more services within the schools, despite only having one main librarian.

UNFINISHED BUSINESS

Review and Discuss 2024 Library Budget Draft; and Action Thereon

The City is allocating an extra \$20,000 to the library from real estate taxes. This is meant to help cover increases to raises and benefits. Raises are set by the City at 3% and health insurance is going up by 14%. Salary increases should not be expected to be covered by the Fund Balance. Also, the Library is getting more money from the County for serving non-city residents. Community room rentals are budgeted at \$500 income, but it may end up being more. Merit increases of 1% are added to the staff wages in the budget draft to help meet the Board goal of reducing staff turnover and keeping up with the City's new Pay Grade policy. This is a 4% wage increase. Estimating is high for part time salaries since the budget went over in 2023. Health insurance is still currently less than the 2023 budgeted number, but it is expected to increase for 2024 so the budget allows more for that. The Repair and Maintenance budget was increased because the building is now 10 years old and it's expected that there may be increased repair and maintenance needs. The budget for publications and subscriptions was increased by \$10k. Since budgeted expenses are greater than the revenue, the Library will need to use approximately \$39k of the Library's Fund Balance for the 2024 budget. If that is used, it leaves \$63k in the Fund Balance.

It was noted that it is very important that the Library Board have precise information from the City Finance Office for budget purposes. Without the precise information the Library Director needs to do more guessing as to what the budget could/should be.

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo, to send the Library Budget to the Common Council. Motion carried without a negative vote with Meghan O'Driscoll excused.

Review and Discuss Ordinance No. 2023-11 Amendment to Library Board; and Action Thereon

The Common Council has voted to approve this updated ordinance describing Library Board membership.

(Comments: Did the City/Town relationship get discussed in the Council meeting? Yes, it was brought up at the first Council meeting where the ordinance change proposal was discussed. Note that allowing up to two members to live outside the City complies with State Statute. The Board will still be comprised of a majority of City residents.)

NEW BUSINESS

Discuss and Consider Approval of Library Closure on December 15, 2023 for Staff In-Service Day; and Action Thereon

Director Eastwood proposed that the Library will be closed to the public for the staff in-service training day on Friday, December 15, 2023. Staff has a meeting on October 6 and will discuss what will be covered at the in-service. Director Eastwood would like to bring in a speaker.

Motion made by Council Member Bitter, seconded by Joycelyn Russo, to approve closing the Library on Friday, December 15, 2023 for the staff in-service. Motion carried without a negative vote with Meghan O'Driscoll excused.

Discuss Library Closure Dates for 2024; and Action Thereon

Library closure dates for 2024 were presented on a calendar showing circled dates as proposed to be closed. Note that Memorial Day (5/26) should be circled. December 13, 2024 will be added as a closure date for staff in-service.

Motion made by Joycelyn Russo, seconded by Council Member Bitter, to approve the 2024 Library closure dates, with the addition of Memorial Day (5/26/2024) and December 13, 2024 (staff in-service). Motion carried without a negative vote with Meghan O'Driscoll excused.

Discuss and Consider Approval of Photography and Recording in the Library Policy Draft; and Action Thereon

This policy was needed due to the trend of people coming into public places and recording people to upset them. This policy does not prohibit parents/caregivers from taking a picture of their children in the Library. It was suggested that this draft policy be brought to the City Attorney to review and then brought back to the Board. This item will be tabled until the next meeting.

ADJOURNMENT

Motion made by Michael Maher, seconded by Joycelyn Russo, to adjourn the meeting at 7:45 p.m. Motion carried without a negative vote with Meghan O'Driscoll excused.

Kassandra Bartelme
Secretary

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