

LIBRARY BOARD
November 29, 2023

LIB20231129-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, November 29, 2023 at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:32 p.m.

Roll Call: Present: Michael Maher, DeWayna Cherrington, Joycelyn Russo, Cassandra Bartelme, Meghan O'Driscoll (arrived at 6:47), Council Member Melissa Bitter, School Superintendent Jeridon Clark

Also present: Library Director Linda Eastwood

STATEMENT OF PUBLIC NOTICE

It was acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

Motion made by Michael Maher, seconded by Jocelyn Russo, to approve the October 4, 2023 Library Board minutes. Motion carried without a negative vote with Meghan O'Driscoll excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

There is a credit of \$19,356.35 on line of part time salaries/seasonal. This is due to an error of not moving an employee from part time to full time. Grant expenditures show a deficit of \$12,007.36 but this money is sitting in the fund balance, having originally come from the Friends of the Library. Fund balance is budgeted for using \$24,162 of the fund balance, but it's unlikely the library will use that whole amount. The Library had a CD sale a few weeks ago and raised \$800. A discussion occurred about the service contract for HVAC Products for HVAC.

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

REPORTS

Director's Report

A high school shelver has resigned because it is too much with school and other activities. Additionally, Zoey, a part-time employee (15 hours) has resigned since she moved to Milwaukee. A part time employee was terminated.

Cedarburg Reads author event at the Cedarburg Cultural Center was a success with over 200 attendees. The author speaker was engaging. The Writing contest was also successful with many very good submissions.

Friends of the Library have started planning next year's Cedarburg Reads.

Friends of the Library will be setting out luminaries for the Festive Fridays in December. Director Eastwood will join them.

State annual report has been started by Director Eastwood. She also needs to submit her continuing education credits to maintain certification.

The library will be closed on Friday, December 15 for staff in-service day. Rita Grover from the Monarch Library System will come and speak to the staff. A holiday lunch will be provided for the staff.

Assistant Director is busy with building maintenance. The library will be converting to LED lighting as bulbs go out. Director Eastwood will apply for a grant through Cedarburg Light & Water to assist with the conversion.

Legislation introduced (SB 598) – would require public libraries to notify parents what materials their child has checked out within 24 hours of the item(s) being checked out.

Building updates:

- The fireplace is not working and will need to be serviced. Town and Country installed it, someone will follow up with them to see if they're able to service it.
- The sprinkler system was evaluated and has no problems.
- The fire alarm system was evaluated and has no problems.
- There is artwork on loan from the Art Museum, some in the Community Room and around the library.
- The elevator is having the phone replaced/repared because it cannot dial out.

The Director is waiting on Vega for a catalog update for the system.

The Director is looking at making some upgrades on the PCs, printers, possibly getting updated loaner laptops.

October was a busy month. The total of physical checkouts has begun to trend upwards again. Additionally, electronic resources continue to be popular. Some staff members are considering starting a vinyl collection in 2024.

The library staff continue to encourage patrons to use Monarch app.

The Winter Reading Program theme is Grab a Book and Go Places. It runs through the month of December for kids, teens, and adults.

The Cedarburg Toy Company donated books to the library.

Kasey, head youth librarian, attended the WLA conference. The agenda contains a summary of several sessions from the conference. She will be attending a conference focused on youth librarians in March.

Sarah Kelly did a fantastic job planning the Cedarburg Reads event.

School Report

Michelle Neglia is getting settled in. Superintendent Clark would like to have a second librarian in the district but they're not able to make that happen yet. The budgeting process will be started soon. The Library

Advisory Committee Meeting was held at Webster Middle School and it went well. Michelle Neglia will eventually replace Jeridon Clark on the Library Board.

UNFINISHED BUSINESS

Review and Discuss 2024 Library Budget Draft; and Action Thereon

The Budget was approved on November 27, 2023.

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. The city attorney has looked at the policy and suggested some revisions. Those revisions (primarily wording) have been made.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to approve the Photography and Recording in the Library policy Motion carried without a negative vote.

NEW BUSINESS

Request for a Closed Session Meeting

The Board President requested to hold a closed meeting to discuss a personnel matter.

Additionally, a closed meeting will be tentatively scheduled between the Library Board and the Library Director on December 7, 2023 at 6:30 PM.

ADJOURNMENT

Motion made by Jocelyn Russo, seconded by Council Member Bitter, to adjourn the meeting at 7:46 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary

jjc