

LIBRARY BOARD
January 24, 2024

LIB20240124-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, January 24, 2024 at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:35 p.m.

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

Also Present - Library Director Linda Eastwood, Assistant Director Anthony Sigismondi, Mayor Michael O'Keefe

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.

COMMENTS & SUGGESTIONS FROM CITIZENS - None

APPROVAL OF MINUTES

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll, to approve the November 29, 2023 Library Board minutes. Motion carried without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

There are a few bills from 2023 that are still outstanding. Despite the outstanding bills, less funds were expended than what was expected/budgeted. In 2023, total revenues exceeded the total budget and total expenditures were approximately \$21,000 less than originally budgeted. The total fund balance will be about \$121,000 at the end of 2023, which will carry into 2024. This represents an increase of approximately \$40,000 more than budgeted. The Library's salary budget is underspent due to a retirement. Grant expenditures were used for a website development bill which had been budgeted a couple years ago. Bills include landscaping services for snow removal, salting, etc. The staff holiday lunch was funded by Friends of the Library.

Motion made by Cassandra Bartelme, seconded by Council Member Melissa Bitter, to approve the bills and financial statements. Motion carried without a negative vote.

REPORTS

Director & Assistant Director's Report

The part-time youth services position was filled. Jada will start on Monday, 1/29/2024. Karen Tomaschek was hired as a part-time circulation aid. Tess, a high school shelper, was also hired.

Regarding goals from 2023, staff were encouraged to participate in continuing education opportunities. Performance reviews are being done now. There has been some staff turnover in 2023 due to the nature of the employment environment. Raises were provided for staff in 2023 and 2024. The capital plan was updated for the next five years. There is a lot of excitement around the StoryCorps initiative.

Friends of the Library is currently hosting a pop-up book sale with children's books and puzzles. The next big book sale coincides with Winter Fest.

Director Eastwood joined the Public Information Workgroup of the Monarch Library System. Vega is the new catalog system coming in March. It will use the same app but will be more user-friendly. Additionally, Vega Program will provide a reservation system and an event calendar. The calendar will be a shared calendar for all Monarch libraries.

The library received a total of \$13,000 in grants.

Director Eastwood has been here for 10 years as of December 3, 2023. See the library meeting packet for her reflections of the past 10 years. The library is almost 10 years old, and a big party will be held in July 2024.

The server room air conditioner needs to be replaced. The quote from A to Z Refrigeration is \$6,965. A crane will be needed to replace the unit on the roof. This replacement is important to preserve the switches on the server. The cost of the replacement can be paid for by the capital funds.

The fireplace will be serviced on February 5, 2024.

One of the main windows upstairs has a crack. It will be looked at by the original installer next week. Unfortunately, the warranties likely won't cover it.

The elevator phone is fixed. The 3-D printer is being replaced.

See the packet for individual department reports. The children's report will be amended to the packet.

School Report

Second semester started on Monday, January 22, 2024. A new Buildings and Grounds Director will be hired as well as a Director of Curriculum Instruction, and a Director of Business Services.

UNFINISHED BUSINESS

Review and discuss Library Bylaws; and action thereon

This item should be considered new business since it has not been discussed previously. Chairperson Cherrington would like the Board to read over the current Bylaws. Adding a Personnel Committee to the Bylaws will be considered. No action will be taken on this at this meeting. This will be unfinished business at the next meeting.

Update and review on Library's 5-Year Strategic Plan; and action thereon

A handout was provided that outlined the Annual Report Summary of two goals and what was accomplished in 2023.

Goal 1: Marketing has been a big focus. Staff have been trained and are on board with increasing marketing. Gemma, one of the staff members, has a background in marketing and has been helpful. This has been difficult to measure but the library staff has witnessed patrons attending events that have been marketed on social media or by email. It may be helpful to ask patrons how they heard about the event(s).

Goal 2: Enhance services and access. There have been efforts to offer more services to an older population, especially the older male population. Connecting with apartment dwellers and the book bike has been helpful. Parking at the library has always been an issue and continues to be so.

No action is needed on this item. Ideas will be considered for new goals as the end of the 5-year strategic plan draws near.

ADJOURN TO CLOSED SESSION

Motion made by DeWayna Cherrington, seconded by Joycelyn Russo, to approve adjournment to closed session at 8:06 p.m. pursuant to Wis. Stat. 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically discussed was an employee termination and the Library Director's Annual Evaluation. Motion carried on a roll call vote with Bitter, O'Driscoll, Maher, Cherrington, Russo, Bartelme, and Clark voting aye.

RECONVENE TO OPEN SESSION

The meeting reconvened to open session at 9:40 p.m.

ADDITIONAL NEW BUSINESS

Discussion and possible action on Library Director's Annual Evaluation

Forms were sent to Board members. Board members are asked to look at the forms and suggest any edits to them. Requests for evaluation will be made within the next month.

ADJOURNMENT

Motion made by Michael Maher, seconded by Joycelyn Russo, to adjourn the meeting at 9:43 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary

jjc