

LIBRARY BOARD
August 25, 2016

LIB20160825-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Thursday, August 25, 2016, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, second floor, staff room.

The meeting was called to order by President Sue Karlman at 6:37 p.m.

Roll Call: Present - Council Member Dick Dieffenbach, Sue Karlman, Steve Ruggieri, Vonna Pitel

Excused - Sherry Bublitz, Debra Goeks, David Moburg

Also Present - Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

Sue Karlman 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 Council Member Dieffenbach, seconded by Steve Ruggieri, to approve the minutes of July 20, 2016. Motion carried without a negative vote with Sherry Bublitz, Debra Goeks and David Moburg excused.

APPROVAL OF BILLS

Motion made by Council Member Dieffenbach, seconded by Steve Ruggieri, to approve the bills and financial statements. Motion carried without a negative vote with Sherry Bublitz, Debra Goeks and David Moburg excused.

REPORTS

Director's Report

Director Pierschalla highlighted the following:

- The current Page (M. Griffen) left for college so a new Page will be hired.
- 826 children attended children's programs this summer and the Teen Advisory Board also helped with the programs.
- Director Pierschalla reviewed the transition when the system will take effect for the upcoming merger of Eastern Shores and Mid-WI library systems.
- Library Associate Wendy Karasch will be retiring October 31st.
- Assistant Library Director Nimmer attended the WILS (Wisconsin Library Service) Conference in Madison. Sessions are on different technologies used by libraries.
- Director Pierschalla has communicated with the President of the Friends of the Library to bring awareness to our technology goal and upcoming technology needs.

School Report

Vonna Pitel listed the representatives she contacted as school contacts, public and parochial, for the technology survey. She also had names for a church, senior center and League of Women Voters representatives.

UNFINISHED BUSINESS

Discuss Strategic Plan for Technology in the Library; and Action Thereon

- **Review Technology User Survey**

A survey will be placed online with Survey Monkey to contact persons from various groups in the community. A question on training to use computers will be added, and a question asking if the patron could teach a class will be added. There will be an explanation in the beginning of the survey indicating the library is working on a strategic plan for technology and there will be 10 questions asked of patrons. Vonna Pitel suggested the survey be tailored for schools where the school representatives will be suggesting what they feel students will need after school and on weekends at the public library. Director Pierschalla felt the survey should be on the website for anyone to complete and print copies in the library. The survey will be available until December.

Discuss and Review of Library Policies to be Updated; and Action Thereon

- **Library Programming Policy**

The Policy Committee will review and update the policy a second time. A comparison will be made with the Community Room Policy since many programs take place there, and the Board will check on authorization for photos taken of participants.

Update on Library Merger with Washington and Dodge Counties; and Action Thereon

All counties approved the merger of the two systems. They are looking to purchase a second van for moving materials and a garage space. The Board reviewed the extensive timeline distributed. Steve Ruggieri indicated that there will be one supervisor, member-at-large, and Board Member on the new systems board. Steve Ruggieri's term on ESLS expires in December.

Discuss 2017 Library Budget; and Action Thereon

The Board reviewed the proposed budget for 2017 and individual categories.

NEW BUSINESS

Consider Posting Job Opening for Library Associate – Circulation Services; and Action Thereon

The Board reviewed the job description for the Library Associate-Circulation Services position. Good computer skills and working well with patrons are very important.

Motion made by Steve Ruggieri, seconded by Vonna Pitel, to approve the job description. Motion carried without a negative vote with Sherry Bublitz, Debra Goeks and David Moburg excused.

ADJOURNMENT

Motion made by Vonna Pitel, seconded by Steve Ruggieri, to adjourn the meeting at 8:30 p.m. Motion carried without a negative vote with Sherry Bublitz, Debra Goeks and David Moburg excused.