

**LIBRARY BOARD**  
**October 19, 2016**

**LIB20161019-1**  
**UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, October 19, 2016, 7:00 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 7:00 p.m.

Roll Call: Present - Sue Karlman, Vonna Pitel, Sherry Bublitz, Debra Goeks, David Moburg, Steve Ruggieri,

Excused - Council Member Dick Dieffenbach

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**

Sue Karlman read a letter from a citizen requesting earlier opening hours on Sundays. The Board briefly discussed the feasibility.

**APPROVAL OF MINUTES**

Motion made by Council Sherry Bublitz, seconded by Vonna Pitel, to approve the minutes of September 21, 2016. Motion carried without a negative vote with Council Member Dieffenbach excused.

**APPROVAL OF BILLS**

The Board discussed expenses to-date and probable expense that may go over budget by the end of the year (electricity). Discussion of whether the parking lot should stay lit all night.

Motion made by Steve Ruggieri, seconded by Sherry Bublitz, to approve the bills and financial statements as presented. Motion carried without a negative vote.

**REPORTS**

**Director's Report**

Director Pierschalla reported that the City has finalized a safety brochure which will be printed and distributed to all City Departments. The new Library system is "Monarch Library System" for the new merged system and Director Pierschalla will serve as Vice-Chairperson of the new systems Director's Committee.

The Board also discussed the new report of library usage statistics and commended Assistant Library Director Nimmer for his work on this. The report will be given to the Board quarterly.

**School Report**

The School Report will become quarterly. Vonna Pitel has contacted schools to make sure they get the Library's newsletter and they respond to the technology survey.

**NEW BUSINESS**

**Consider Library Board Meeting Schedule for November and December; and Action Thereon**

Sue Karlman suggested that the Board meet once over the holidays, on December 7 at 6:30 p.m.

Motion made by Sherry Bublitz, seconded by David Moburg, to change the meeting schedule to merge the November and December meetings into one meeting on December 7, 2016. Motion carried without a negative vote with Council Member Dieffenbach excused.

**Consider Holiday Closing Schedule for 2017 and Staff In-Service Day for 2016; and Action Thereon**

The Library Board discussed the holiday closing schedule for 2017 as follows:

January 1

April 16 - Easter Sunday

May 14 - Mother's Day Sunday

May 29 - Memorial Day (also closed the preceding Sunday)

July 4 - Tuesday

Sept. 4 - Labor Day

Nov. 23 and 24 - Thanksgiving and the Friday following

Dec. 24, 25, 26 - Sunday, Monday, Tuesday

Dec. 31 and Jan. 1 and 2, 2018 - Sunday, Monday, Tuesday

After discussion and review, the Board made an amendment to add January 2, 2017 and the Sunday preceding Memorial Day.

Motion made by Steve Ruggieri, seconded by David Moburg, to approve the 2017 holiday closings as amended with Council Member Dieffenbach excused.

Motion made by Sherry Bublitz, seconded by Vonna Pitel, to approve a Staff In-Service day (with shortened opening hours) on December 9. Motion carried without a negative vote with Council Member Dieffenbach excused.

**UNFINISHED BUSINESS**

**Update on Technology Survey; and Action Thereon**

The Board discussed the progress of the technology survey. The News Graphic will run an article.

**Discuss 2017 Library Budget; and Action Thereon**

The Board reviewed the 2017 budget request and discussed the deficit in the fund balance and the reasons as to why some accounts went over which, are primarily electricity and operational supplies. The Board members will meet in advance of the Council meeting on October 31.

**ADJOURNMENT**

Motion made by Sherry Bublitz, seconded by David Moburg, to adjourn the meeting at 8:47 p.m.  
Motion carried without a negative vote with Council Member Dieffenbach excused.

Debra Goeks  
Secretary

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