

**LIBRARY BOARD
November 28, 2018**

**LIB20181128-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, November 28, 2018, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community room.

The meeting was called to order by President Sue Karlman at 6:33 p.m.

Roll Call: Present - Council Member Garan Chivinski, Sue Karlman, Dewayna Cherrington, Debra Goeks, Sherry Bublitz, Todd Bugnacki, David Moburg

Also Present - Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

President 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 Debra Goeks, seconded by Sherry Bublitz, to approve the minutes from the October 24, 2018 meeting with this change: The motion to approve the minutes from September 26, 2018 was seconded by Dewayna Cherrington (not David Moburg, who was absent from the meeting). Motion carried without a negative vote.

APPROVAL OF BILLS & FINANCIAL STATEMENTS

Director Pierschalla pointed out that donation expenditures (322) equals the donations received (473200). She expects to make the budget target at the end of the year.

Motion made by Debra Goeks, 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 pointed out highlights in the Director's Report.

The Library is evaluating databases and may change some programs and add others, including a streaming video service.

The Board discussed options to create a maker-space with computers, equipment and work areas on the first floor.

The Board also discussed creating a newsletter and how it could be distributed widely throughout the community.

School Report – Todd Bugnacki reported on the results of the school referendum and the next steps now that the referendum passed. All IMCs will be included in the facilities redevelopment and will include maker-spaces. The Cedarburg School District also plans to begin mailing a newsletter to all postal patrons.

NEW BUSINESS

Discuss Strategic Plan and Consider Proposal for Services from WILS (Wisconsin Library Services); and Action Thereon

Motion made by Sherry Bublitz, seconded by David Moburg, to approve the WILS Memo of Understanding for service to the Cedarburg Public Library for strategic plan development, consulting, and facilitation services.

The Board discussed the timeframe and determined that the earliest possible start date would be February 1.

The Board brainstormed names of people to invite to participate on the Planning Committee. Debra Goeks, Sue Karlman and Director Pierschalla will talk to the consultant next week to clarify the time commitment.

Motion carried without a negative vote.

Discuss Review Process and Format for Evaluation of Library Director; and Action Thereon

The Personnel Committee (Sue Karlman, Debra Goeks, and Sherry Bublitz) described the evaluation process for Director Pierschalla and distributed forms. The Board Members must return the completed evaluations to Sue Karlman by December 5, 2018.

Discuss December Library Board Meeting Date; and Action Thereon

The Library Board will not meet in December.

ADJOURNMENT

Motion made by Sherry Bublitz, seconded by David Moburg, to adjourn the meeting at 8:45 p.m. Motion carried without a negative vote.

Debra Goeks
Secretary

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