

**LIBRARY BOARD  
January 24, 2018**

**LIB20180124-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, January 24, 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 - Sue Karlman, Sherry Bublitz, Dewayna Cherrington, David Moburg, Debra Goeks, Todd Bugnacki

Excused - Council Member Dick Dieffenbach

Also Present - Library Director Linda Pierschalla, Aldermanic District 3 Candidate Ryan Hammetter

**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**

Aldermanic District 3 Candidate Ryan Hammetter made a brief statement about his candidacy for the Common Council and his views on Library service.

**APPROVAL OF MINUTES**

Motion made by Sherry Bublitz, seconded by Dewayna Cherrington, to approve the minutes from the November 29, 2017 meeting with two corrections: the meeting was held in the second floor staff lounge and Todd Bugnacki was excused, so his votes should be recorded as excused and not absent. Motion carried without a negative vote with Council Member Dieffenbach excused.

**APPROVAL OF BILLS & FINANCIAL STATEMENTS**

Director Pierschalla distributed an updated copy of the budget, which showed that 2017 end-of-year met budget goals. The Library will have a beginning fund balance in 2018 of approximately \$30,000 after the final bills for 2017 are paid. The Board commended Director Pierschalla for this outcome.

The Board continued with a review and discussion of the December expenses, changes in the auditing procedure, etc. Debra Goeks asked that a portion of the beginning fund balance be earmarked for equipment replacement, mechanicals, staff and public computers, etc. The Board asked that a fund balance discussion be added to the agenda each month.

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

## **REPORTS**

### **Director's Report**

Director Pierschalla reviewed the main points of her report for the Board.

(The Board paused for a few minutes at this point to take a photo for the Cedarburg Public Library website in front of the fireplace.)

The Board discussed options for location and equipment for the proposed digitization labs.

The Board discussed the annual usage report compiled by Assistant Library Director Nimmer and complimented him on his work.

Director Pierschalla drew the Board's attention to a concern in Washington County regarding reimbursing other Counties for residents' usage of those libraries.

### **School Report**

Superintendent Bugnacki shared information about School District activities:

- Webster School – As a result of a space evaluation in the school IMC, tall shelves were removed and has increased the traffic in the IMC. The schools are trying to create more flexible spaces in all of the school IMC's.
- Cue Ball – A microphone is inserted in a Nerf ball that gets tossed from person to person and is linked to the school public address system; this encourages people to engage more.
- Cedarburg School District – The District is working on a long-range master plan and they just completed the Community Focus Group phase. The projected growth in the Cedarburg School District is 350 students over the next eight to ten years. This is something for the Cedarburg Public Library to keep in mind.

## **NEW BUSINESS**

### **Review Library Closing Dates for 2018; and Action Thereon**

The proposed 2018 closing dates for the Cedarburg Public Library are: New Year's Day, Easter Sunday, Mother's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and all Sundays from Memorial Day through Labor Day weekend.

Motion made by Sherry Bublitz, seconded by Todd Bugnacki, to approve the 2018 closing dates as presented. Motion carried without a negative vote with Council Member Dieffenbach excused.

### **Review Website Policy; and Action Thereon**

Motion made by Sherry Bublitz, seconded by DeWayna Cherrington, to adopt the Website policy as presented with changes as discussed.

The Board discussed how to proceed with review of all Library policies. The Board asked Director Pierschalla to talk to staff; the Board members offered to help with review and updates to lessen the burden on staff.

Motion carried without a negative vote with Council Member Dieffenbach excused.

**ADJOURNMENT**

Motion made by Sherry Bublitz, seconded by David Moburg, to adjourn the meeting at 8:32 p.m.  
Motion carried without a negative vote with Council Member Dieffenbach excused.

Debra Goeks  
Secretary

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