

LIBRARY BOARD
August 25, 2021

LIB20210825-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, July 28, 2021 at the Cedarburg Public Library, W63 N589 Hanover Ave., Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:42 pm

Roll Call: Present: Council Member Sherry Bublitz, DeWayna Cherrington, Sue Karlman, Joycelyn Russo, Meghan Wielebski, Michael Maher

Excused: Todd Bugnacki

Also Present: Library Director Linda Pierschalla

STATEMENT OF PUBLIC NOTICE

President DeWayna Cherrington acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings law.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Citizen Guest: Lorraine LeSage, who will become the school representative in place of Todd Bugnacki.

APPROVAL OF MINUTES

Motion made by Council Member Bublitz, seconded by Sue Karlman, to approve the minutes of the July 28 2021 meeting with the following corrections:

- 3rd item on Long Term Objectives: Change to **Friends of the Cedarburg Library**
- final mention of Council Member Bublitz's name, in motion to adjourn, misspelled.

Motion carried without a negative vote with Todd Bugnacki excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Director Pierschalla reviewed the financial statements with the Board members. Nothing out of the ordinary for expenses. Trending a bit under for the collection of fees and fines which is not unexpected as slightly fewer people are coming into the building. \$613.78 went to replacing a bathroom exhaust fan. Baker and Taylor are still having a slow turn around for new books. The books are preprocessed by Baker and Taylor which does add more time; however, this would need to be completed by the staff which would mean more hours. Currently, within budget for expenses.

Motion made by Council Member Bublitz, seconded by Meghan Wielebski, to approve the bills and financial statements as presented. The motion carried without a negative vote with Todd Bugnacki excused.

REPORTS

Director's Report

Cathy Holnagel's retirement Open House will take place on Monday, August 30, from 4 – 6 p.m. with a Resolution and recognition for her 33 years of service. Recognition by the Common Council to follow at 7:00 p.m. Lauren Pierre will take over for Cathy Holnagel's position. Kasey Leaf will cover Lauren Pierre's position for 30 hours a week with staff picking up the additional 10 hours. This will save approximately \$16,000. The goal will be for Kasey Leaf to become full-time in January working with teens, tweens, and millennials.

The 2021 marketing goals are well underway:

- September: National Library Card sign up month.
- Website: Keeping with the same theme of the Northwind and the statues but upgrading the logo and help with branding.

A record number of new library cards (125) were registered in June. The Library is continuing to work with Byte Studios on a new website. The Library has joined the Chamber of Commerce Events Planning Committee and Kasey Leaf is helping with the Harry Potter Film Festival. The Library is working with the Chamber to determine what classes would be helpful. In addition, working with the Senior Center to determine more programs such as tech classes (currently: Memory Café).

The plan is to return to inside programming in fall, if health conditions allow.

Hot Spots: Sept 8 with the Topic of Afghanistan. Looking to see if it can be live fed or recorded for patrons to listen at a later time.

Delay with Baker and Taylor has gotten better. Following suit with other libraries to expedite orders. Kasey Leaf will be school liaison when the Library Committee starts again in fall.

8,992 people were in the building for the month of June. This is a huge increase to previous months of 5,000.

Two groups rented the Community Room in June. DeWayna Cherrington reminded staff to reach out to groups that previously rented the community rooms to alert.

Cedarburg Friends of the Library: Community Weaving Project to be installed in early September in the Children's Room.

Cedarburg Reads event had a great write up in the News Graphic. The entire family can then read books about the same topic. The first meeting will be held on September 1, 2021.

Buy the Book is making around \$1,000 per month. It has been a great addition, as it took the place of the yearly large book sale. The Friends of the Library are very much appreciated.

The Beaver Dam Library will be added to the Monarch Catalog in September.

Adult Programs for July had 11 programs with 94 people attending.

Laura Beldavs took the Book Bike up to Hamilton House today. It will become a regular occurrence. It has gone to Summer Sounds and she is hoping to bring it to schools. It has been a great hit for outreach.

The Library of Things has really become popular. The cornhole boards are always checked out. The Library is considering getting a cart for transporting of larger items to customers.

There were 800 participants for the Summer Reading Program. Storytime at the gazebo averaged 60 people.

As of the end of July, 51,773 patrons have come into library for 2021.

Council Member Bublitz suggested that a monthly snapshot be sent to the Common Council providing information such as:

- Number of people using Wi-Fi
- Books checked out
- Attendance
- Wild Card: (something interesting that happened this past month)

School Report

No School Report was provided.

UNFINISHED BUSINESS

Review and Discuss Preliminary 2022 Budget; and Action Thereon.

Director Pierschalla and DeWayna Cherrington met with City Administrator Hilvo this past month to clarify information for the 2022 budget. Director Pierschalla and the Board discussed items from the preliminary 2022 budget. It appears that a 3% cost of living wage increase will go into effect. It is expected that there will be an increase for staff to pay into health insurance. A part-time position was cut. Some operating items were cut slightly. The only truly flexible operating item is Publications and Subscriptions.

Long Term Objectives:

- Actively pursue more community giving.
- Continue to educate the community and the leaders of the community.
- Build upon the Library Fund which is under the oversight of the Friends of the Library
- Have the Fund managed as a foundation source for the Library. The Board discussed the potential and how it should function. What are the Foundation options?

Historically, the Library as a Special Revenue Fund has had to use fund balance for personnel wage increases, retirements, health insurance increases. Fund balance for Capital projects was used up until 2020. This is no longer sustainable. Director Pierschalla is asking the City to support personnel increases going forward. Loss of revenue during the pandemic also contributed to the use of fund balance. The Board decided to remove the examination of going fine free for the 2021 objectives. This may be revisited at another time.

Motion made by Council Member Bublitz, seconded by Joycelyn Russo, to submit the current preliminary budget. The motion carried without a negative vote with Todd Bugnacki excused.

NEW BUSINESS

Discuss Book Bike Policy and Procedures; and Action Thereon

The focus of the Book Bike is outreach, connecting and engaging and was funded through the Cedarburg Friends of the Library. Specific procedures and checklists have been put in place that staff will follow. City employees are covered under the City insurance when riding the bike during work time.

Motion made by Council Member Bublitz, seconded by Joycelyn Russo, to accept the Book Bike Policy and Procedures. Motion carried without a negative vote with Todd Bugnacki excused.

Discuss COVID-19 Library Policy; and Action Thereon

The policy follows guidance/guideline of the CDC and the Washington-Ozaukee County Health Department.

Motion made by Sue Karlman, seconded by Council Member Bublitz, to adopt the COVID-19 policy as presented.

ADJOURNMENT

Motion made by Council Member Bublitz, seconded by Sue Karlman, to adjourn the meeting at 7:57 p.m. Motion carried without a negative vote with Todd Bugnacki excused.

Meghan Wielebski
Secretary

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