

**LIBRARY BOARD  
December 1, 2021**

**LIB20211201-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, December 1, 2021 at the Cedarburg Public Library, W63 N589 Hanover Ave., Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:30 p.m.

Roll Call: Present: DeWayna Cherrington, Joycelyn Russo, Michael Maher, Cassandra Bartelme

Excused: Council Member Sherry Bublitz, Meghan Wielebski, Lorraine LeSage

Also Present: Library Director Linda Pierschalla, Mayor Michael O’Keefe, Council Member Robert Simpson

**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**

Mayor O’Keefe made remarks and thanked Sue Karlman for her years of service to the Library and the Community. Sue Karlman made remarks on the importance of volunteering and the enjoyment of helping the Library in the community.

**APPROVAL OF MINUTES**

The approval of minutes was tabled until the minutes are available.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

Motion made by Joycelyn Russo, seconded by Cassandra Bartelme, to approve the bills and financial statements as presented. Motion carried without a negative vote with Council Member Bublitz, Meghan Wielebski and Lorraine LeSage excused.

**REPORTS**

**Director’s Report**

Director Pierschalla noted the following: Staff member Kasey Leaf resigned to work at the Menomonee Falls library, citing it is a larger library/community with more opportunity to grow. Her position will be filled by existing staff member Katelyn Morrison who will move from part-time to what would have been Kasey Leaf’s full-time position. Katelyn Morrison will have oversight of older school age children, tweens/teens, young adults and millennial programming and collection materials, amongst other duties. Director Pierschalla will start the hiring process to replace the two open part-time positions: one 15 hour a week position in youth services and one

30 hour a week position in adult services. These are not additional positions but replacement for open positions.

An All Staff In-service training day is scheduled for Friday, December 10. The library will be closed to the public for all staff to be trained on various matters of library service/programs/e-resources/technology throughout the day.

The Library Advisory Committee resumed with the school district library staff. Director Pierschalla attended the November meeting at Thorson school, and they will help support our library's winter reading challenge with school promotion. Katelyn Morrison will be on this committee going forward and be the school and public library liaison.

Director Pierschalla attended the Wisconsin Library Association Conference in Green Bay. In addition to attending many useful programs and networking, she met with vendors in the exhibit hall. EnvisionWare who is contracted for the new AMH (automated material handler or sorter that is attached to the outdoor bookdrop) also provided a quote for 4 new self-check stations. These are roughly the same price as our current vendor but the annual maintenance agreement is \$10,000 less. In addition, all hardware would be on the same maintenance contract. Director Pierschalla will be requesting ARPA funds of approx. \$25,000 to cover the cost of 4 new self-check stations, two of which will have credit/debit card readers for patrons to pay fines at the station.

### **School Report**

Lorraine LeSage emailed the following update: The Library team presented our Library plan to the Curriculum Council of the School Board at November's meeting. Some concerns were expressed regarding our digital citizenship curriculum and the use of the term hate speech by common sense media. We will be returning to present our plan next week Thursday at the Curriculum Committee meeting. It is the goal to have our Library plan approved by the School Board.

We continue to promote the Public Library's programs for students in our school, both as a part of library classes and school announcements. Parkview has created a bulletin board in the Library displaying programs for students. I thought it was such a great idea that I am going to do the same thing in the other schools.

### **UNFINISHED BUSINESS**

#### **Update on Website Redesign**

Director Pierschalla reported the design is still under construction and will have a display ready for January's Board meeting in the Community Room which will have a projector/screen for the Board to see the update progress.

### **NEW BUSINESS**

#### **Discuss Community Room Rental Policy; and Action Thereon**

Discussion determined to keep the policy status quo and monitor how things go in the new year. Discussion included that the charges currently assigned for use of the Community Room are

reasonable amounts and there should be a charge to use the room for for-profit purpose, private events and for non-residents.

**Discuss Material Reconsideration Policy; and Action Thereon**

Director Pierschalla wanted the Board to review the policy and be made aware that it exists for the reason of a potential challenge to an item in the library collection. The Board was in agreement of the format of the current policy and saw no need for revision. President Cherrington reminded Library Board Members of the American Library Association Bill of Rights and encouraged everyone to take a look at it online. Point being the library is a forum for information from all points of view and does not censor.

**Consider 2022 Library Closing Dates; and Action Thereon**

Kassy Bartelme made a motion to approve the presented closing dates and was seconded by Joycelyn Russo. Specific dates are Jan. 1, April 17, May 8, May 29 & 30, All Sundays during June, July, and August, July 4, Sept. 4 & 5, November 24 & 25, December 9 (staff in-service), and Dec. 23, 24, 25, 26, and 31. Staff who receive paid holiday time for December 31, 2022 and January 1, 2023 (Saturday and Sunday) will take their holidays as a floating holiday during the two week pay period that those holidays fall in, per supervisor approval. This is to avoid being closed to the public for another 4 days in a row, as is being done the previous week. Motion carried without a negative vote with Council Member Bublitz, Meghan Wielebski and Lorraine LeSage excused.

**ADJOURNMENT**

Motion made by Joycelyn Russo, seconded by Michael Maher, to adjourn the meeting at 8:15 p.m. Motion carried without a negative vote with Council Member Bublitz, Meghan Wielebski and Lorraine LeSage excused.

Linda Pierschalla  
Library Director

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