

**LIBRARY BOARD**  
**July 22, 2020**

**LIB20200722-1**  
**UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held on Wednesday, July 22, 2020 utilizing the Zoom app.

The meeting was called to order by President DeWayna Cherrington at 6:39 p.m.

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

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**

Miles Trompeter, a Boy Scout and entering high school freshman, attended the meeting for informational purposes. He introduced himself but had no questions or comments.

**APPROVAL OF MINUTES**

Motion made by Council Member Bublitz, seconded by Meghan Wielebski, to approve the minutes as presented. Motion carried without a negative vote with Todd Bugnacki excused.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

Director Pierschalla reviewed the financial statements and bills for the past month, calling attention to these items in particular:

- The Library is shopping for a new phone system and likely plans to migrate to a VoIP system. Director Pierschalla has contacted several vendors and is researching the options.
- The library's COVID-related expenses have been submitted to FEMA but the timeframe for receiving reimbursement is unknown. Director Pierschalla reported a conversation with City Administrator Hilvo during which he told her that if reimbursement is received for the money the Library expended, that amount would be returned to the Library fund (not the City's general fund).
- The Board asked Director Pierschalla if the City expects all departments to meet their 2020 budget goals, despite having unexpected expenses related to COVID-19. If that is so, the Library will have to redirect more money from the book budget to cover such expenses. Director Pierschalla said she has not received any direction from the City on this matter so far.
- Two employees unexpectedly decided to retire this year; their retirement payouts were not anticipated in the 2020 budget.

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

## **REPORTS**

### **Director's Report**

Director Pierschalla reviewed her report, including staff changes; update on marketing activities and results; update on the new maker spaces (staff are working to develop safe programming activities); review of second quarter usage statistics; department activities.

**School Report** - None presented.

## **UNFINISHED BUSINESS**

### **Review and Discuss Preliminary 2021 Budget; and Action Thereon**

Director Pierschalla called attention to one-time equipment expenses she anticipates in 2021, which include updated software for the lighting system; an updated phone system; updated self-check stations and AMH sorter; updated photocopiers; and updated computers. All this equipment requires upgrading; Director Pierschalla is waiting for quotes to include in the 2021 budget request. Another challenge for the 2021 budget is trying to plan for potential expenses related to operating during the COVID pandemic.

Director Pierschalla presented the City's revised compensation and bonus policy, along with a proposed pay grade structure, and briefed the Board on where the salaries of the Library's full-time staff fall on the proposed pay scale. Director Pierschalla has also done some research on librarian salaries in neighboring communities. She recommended that the Board form a Personnel Committee to review staff compensation in relation to the City's proposed pay grade and salary ordinance, with the goal of forming a plan to address discrepancies between current staff salaries and the City's pay scale (when adopted).

Since there was not a New Business item on the agenda, the Board deferred discussion of Sunday hours until the August meeting (when that item should be on the agenda).

## **ADJOURNMENT**

Motion made by Council Member Bublitz, seconded by Meghan Wielebski, to adjourn the meeting at 8:21 p.m. Motion carried without a negative vote with Todd Bugnacki excused.

Debra Goeks  
Secretary

adk