

LIBRARY BOARD
August 26, 2020

LIB20200826-1
UNAPPROVED

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, August 26, 2020 using the Zoom app.

The meeting was called to order by President DeWayna Cherrington at 6:34 p.m.

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

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 – None

APPROVAL OF MINUTES

Motion made by Debra Goeks, seconded by Council Member Bublitz, to approve the July 22, 2020 minutes as amended to include this information in the second-to-last paragraph under Unfinished Business – Preliminary 2021 Budget:

President DeWayna Cherrington invited other Board Members to assist her in reviewing the City's proposed pay grade system in relation to library staff salaries; Meghan Wielebski volunteered.

Motion carried unanimously on a roll call vote.

Motion made by Council Member Bublitz, seconded by Meghan Wielebski, to approve the minutes August 3, 2020 minutes as presented. Motion carried unanimously on a roll call vote.

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 still waiting for reimbursement for COVID-19 expenses needed to re-open; the total so far is between \$10,000 and \$15,000. Director Pierschalla has directed the staff to curtail purchases of materials so that the Library will not go over budget.
- There will be expenses related to the HVAC system.
- The Library continues its fine forgiveness program for the time being. Returned and incoming loan items are being quarantined for four days, so it is difficult to assess whether items were returned on time. Patrons are complaining about delays in receiving items and it is difficult to handle cash payments safely. Board Members encouraged Director Pierschalla to find ways to collect fees and fines once Monday through Friday van delivery

resumes in September. Director Pierschalla has cut \$8,000 from the materials budget to compensate for lost revenue and increased expenses.

Motion made by Council Member Bublitz, seconded by Meghan Wielebski, to approve the bills and financial statements as presented. Motion carried unanimously on a roll call vote.

REPORTS

Director's Report

Director Pierschalla reviewed recent activities, including hiring for open positions in Circulation and Youth Services; planning for the Big Read (Lab Girl) in October; activities in the new maker spaces. The Friends group resumes meeting in September and has opened the book sale room all hours the library is open. The library is rolling out virtual library cards for Cedarburg School District students in 5th grade through high school. Students can opt in and get instant access during school registration. The virtual Summer Reading Program, Beanstack, did very well. Cedarburg Public Library Radio is producing lots of good content, some in collaboration with Cedarburg High School.

School Report

Todd Bugnacki reported that the Cedarburg School District is in final planning to welcome kids back on September 8. About 20% of parents have selected virtual schooling over attending school in person. There have been a lot of changes to staff, schedules, cleaning, etc., to compensate for COVID-19. Newly built spaces allow for more social distancing and may be used for different purposes than originally intended. The re-entry plan is on the Cedarburg School District website. An open house is planned for October 3 so the public can see the new facilities.

UNFINISHED BUSINESS

Review and Discuss Preliminary 2021 Budget; and Action Thereon

Director Pierschalla reviewed her budget narrative and described changes to line items in the budget. Council Member Bublitz talked about how the City might fund changes due to a new pay scale. Discussion of whether it is possible to consider renting the Community room to groups to generate some revenue. The room is currently used to quarantine materials for the recommended four days.

ADJOURNMENT

Motion made by Todd Bugnacki, seconded by Joycelyn Russo, to adjourn the meeting at 8:17 p.m. Motion carried unanimously on a roll call vote.

Debra Goeks
Secretary

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