

**LIBRARY BOARD**  
**October 28, 2020**

**LIB20201028-1**  
**UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, October 28, 2020 using the Zoom app.

The meeting was called to order by President DeWayna Cherrington at 6:35 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** – None

**APPROVAL OF MINUTES**

Motion made by Council Member Bublitz, seconded by Sue Karlman, to approve the minutes from September 23. 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. The library is still waiting for reimbursement funds for COVID expenses. Staff continues to hold back on purchasing new materials.

Motion made by Council Member Bublitz, seconded by Sue Karlman, 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 items from her report, including her work to create an in-house marketing plan related to the Strategic Plan goals and plans to connect with the community. Staff is working to make the new Maker and Tinker Labs available by appointment and to create project kits for both youth and adults. Director Pierschalla is working to shorten the quarantine time on library materials. She further reviewed the results of the Friends' book sale in October, as well as items in the Department reports.

On the budget, there will be a very large health insurance increase overall and all City Departments are being asked to look for budget cuts. In addition to the City's contribution, money from the fund balance will be needed to meet 2021 budget projections.

School Report

Director Pierschalla shared a school report sent to her by Todd Bugnacki. Text is attached to these minutes.

The Board discussed whether the regular day of the Board meeting should be changed to better accommodate Todd Bugnacki's schedule; DeWayna will contact Mr. Bugnacki about this. It is unclear whether a better day can be found considering current circumstances.

**NEW BUSINESS**

**Consider Library Operation Dates for December 26 and 27; and Action Thereon**

Director Pierschalla asked the Board to consider closing the Library on December 24-27, reopening on Monday December 28. This would be different than the original plan to close only on December 24 and 25. (The January 2021 schedule would not change.) Discussion of which libraries are re-closing or limiting their hours due to rise in COVID infections. After discussion, trustees agreed to leave the hours unchanged and monitor the situation.

The Board agreed to change the dates of the November and December meetings to accommodate the holidays. Those meetings will be November 18 and December 16, respectively.

Director Pierschalla recommended Medici TV and will share a link with Board members, so that it can be tested with a view, to adding to the Library's database selection.

**ADJOURNMENT**

Motion made by Council Member Bublitz, seconded by Meghan Wielebski, to adjourn the meeting at 8:00 p.m. Motion carried without a negative vote with Todd Bugnacki excused.

Debra Goeks  
Secretary

adk

**October 28, 2020**

### **Cedarburg High School**

At Cedarburg students are able to do virtual check out, this has helped us continue circulation of materials but also to keep our students and staff safe. We modeled our practice after CPL. The students request the materials online and then IMC staff will pull the materials, email the students, and then wrap them for privacy. They are then available for pick up at their convenience. A reminder about our ebook and audiobook service, Overdrive has also helped with access to materials for students and staff. We have also updated our subscription to include GALE in Context for educators and the staff will receive video training on how to use the site to locate and utilize standards aligned supplementary materials. This subscription is in addition to the GALE in context High School database that has been utilized the last year at the high school.

### **Webster Middle School-**

While we have beautiful new spaces, they are not 100% open to students and staff quite yet. We are continuing virtual checkout of materials, the students look at Destiny and request a material, the material is pulled by library staff and then delivered to the students Comm Arts teacher. Think of it as "UberReads"! Sixth and Seventh graders are in their unit on small group/companion reading so we are also promoting the use of the Cedarburg Public Library to find extra or multiple copies of a material.

Digital Citizenship week was early October. At Webster, some grade levels completed Information Literacy lessons, which concluded the first lesson on Digital Citizenship for the 2020-2021 school year for all grade levels. A [digital activity board](#) that contained resources and games to spark conversations was sent home to all families. We will soon be making promotional materials for parents to learn more about the CPL library card opt in option. As always the WMS IMC website is updated each month to reflect new materials, resources, etc. Take a [peek!](#)



## **Westlawn and Parkview**

At the Elementary schools, we are thrilled to have our beautiful new spaces. While we wish we had a typical school year to fully enjoy our new spaces, we know we will certainly appreciate them when our school lives have returned to a more normal level. Mrs. LeSage has been temporarily reassigned from her role as Library media Specialist at the Parkview and Westlawn libraries to help teach our 3rd grade virtual learners. During this time, our library aides in these schools are providing limited mobile checkouts for students. We look forward to welcoming our students into these beautiful new spaces for library lessons and book checkouts as soon as possible. The library team created a [virtual learning website full of resources](#) to support teachers and students. This site provides an opportunity for our learners to have access to the resources they need, so as to continue their learning whether learning in person or virtually.