

**LIBRARY BOARD**  
**June 2, 2021**

**LIB20210602-1**  
**UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin was held Wednesday, June 2, 2021 using the Zoom app.

The meeting was called to order by President DeWayna Cherrington at 6:32 p.m.

Roll Call: Present - DeWayna Cherrington, Sue Karlman, Joycelyn Russo,  
Meghan Wielebski, Michael Maher

Excused - Todd Bugnacki, Council Member Sherry Bublitz

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.

**WELCOME AND INTRODUCTION TO NEW LIBRARY BOARD MEMBER MICHAEL MAHER**

Michael Maher was welcomed to the Library Board and the Members were introduced.

**ELECTION OF PRESIDENT, VICE-PRESIDENT, AND SECRETARY; AND ACTION THEREON**

Sue Karlman nominated the following slate of officers for the year through April 2022;

President: DeWayna Cherrington

Vice-President: Joycelyn Russo

Secretary: Meghan Wielebski

President Cherrington asked if there were any other nominations or discussion.

Motion made by Sue Karlman, seconded by Michael Maher, to accept the slate of officers as nominated by Sue Karlman. Motion carried on a roll call vote with DeWayna Cherrington, Sue Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** – None

**APPROVAL OF MINUTES**

Motion made by Meghan Wielebski, seconded by Joycelyn Russo, to approve the minutes from April 28, 2021 as presented. Motion carried on a roll call vote with DeWayna Cherrington, Sue

Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

Motion made by Sue Karlman, seconded by Michael Maher, to approve the bills and financial statements as presented. Motion carried on a roll call vote with DeWayna Cherrington, Sue Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

**UNFINISHED BUSINESS**

**Discuss Moving the Library Budget from the Special Revenue Fund to General Fund; and Action Thereon**

Director Pierschalla and the Board reviewed the pros and cons of transferring the Library's budget from a Special Revenue fund to the City's General Fund that had been discussed at the April 28, 2021 meeting. New information was discussed, and the Board Members asked questions and discussed the impact on the current Library operations. DeWayna Cherrington attempted to contact the Department of Public Instruction for further information but was unable to get a response. The members discussed insight from correspondence emails with Finance Director/Treasurer Christy Mertes.

Motion made by Sue Karlman, seconded by Michael Maher, for the Board to support keeping the Library budget as a Special Revenue Fund. Motion carried on a roll call vote with DeWayna Cherrington, Sue Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

**Discuss Ten-Year Capital Request; and Action Thereon**

Director Pierschalla and the Board reviewed the request proposal. Michael Maher asked if the Library considered leasing in place of purchasing computers. Director Pierschalla will investigate this. This is the first time for new computer requests since the opening of the new Library. It was proposed to consider splitting the funding for new UV protection on windows between the City and the Friends of the Library. Electric car charging will be brought to the attention of Cedarburg Light & Water.

Motion made by DeWayne Cherrington, seconded by Sue Karlman, to approve the ten-year Capital requests to the City as presented. Motion carried on a roll call vote with DeWayna Cherrington, Sue Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

**NEW BUSINESS**

**Review Items Requested and Approved from the Friends of the Library Fund; and Action Thereon**

Book Bike – Director Pierschalla discussed Librarians Deb Bauer and Lauren Pierre's plans to use the book bike for outreach at places such as local parks, farmer's market, Lasata Care Center, and Hamilton House. In addition, it will be used for programming, book check-out like a "pop-up"

library. The bike should be ready in mid-July or early August. In the future, it will be used in parades as well.

Website Redesign – Director Pierschalla discussed aspects of the Library’s new website redesign by Byte Studios. Byte Studios specializes in library and museum websites. The redesign will include logo and branding which should be available for approval at the next meeting. The Board members asked questions regarding new functions that will be made available by the redesign. The timeline is three months for complete redesign once all is approved.

Motion made by Sue Karlman, seconded by Joycelyn Russo , to approve the items requested for purchase (bike and website redesign) from the Friend’s of the Library fund. Motion carried on a roll call vote with DeWayna Cherrington, Sue Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

**Review and Certify Code of Ethics; and Action Thereon**

The Board certified that each member has reviewed and understands the City’s Code of Ethics.

**REPORTS**

**Director’s Report**

Director Pierschalla and the Board reviewed items from the staff report. Director Pierschalla explained how the Library is following the recent CDC updates. The Community Room will start small programs soon. DeWayna Cherrington suggested contacting regular renters from last year prior to opening the Community Room rental to the public. The summer marketing brochure will be mailed out in the following week with information regarding the summer reading program. Director Pierschalla explained how the half day training on May 14 was utilized with Active Shooter training and preparing for the Summer Reading Program. Zoom programs still have decent attendance. Many summer events will occur outside. Library of Things will return to Adult Maker’s Space with jigsaw puzzles, cooking supplies, and outdoor games. Library Associate Messerman is starting the Cinema Club again. Storytime on radio is very popular among patrons. The Board expressed its appreciation on the write-ups from library staff.

**School Report**

Todd Bugnacki emailed a separate school report.

**ADJOURNMENT**

Motion made by Joycelyn Russo, seconded by Meghan Wielebski, to adjourn the meeting at 8:09 p.m. Motion carried on a roll call vote with DeWayna Cherrington, Sue Karlman, Michael Maher, Joycelyn Russo and Meghan Wielebski voting aye and Todd Bugnacki and Council Member Bublitz excused.

Meghan Wielebski  
Secretary



**Public Library Update | May 26, 2021**

**Elementary Schools  
Parkview Thorson Westlawn**

**Activities**

- Completed ordering for the library including print materials to freshen the collection and replace items that may have been removed per removal policy
- Completed Digital Citizenship Lessons at Parkview and are nearing the completion at Westlawn.
- We are beginning work on our Inventory process at Westlawn and Parkview.
- We have shared the CPL summer reading program video with teachers and students. Our students are very excited about the program. Thanks to the CPL team for creating this video for us to share.

**IMC Specialists**

Westlawn & Parkview- Lorraine LeSage  
Thorson- Blair McCalmont

**IMC Aids**

Parkview- Lisa Vick  
Westlawn- Barbie Cotton & Jodi Paul  
Thorson- Nicole Meyer

## Webster Middle School

### Activites

- Completed Digital Citizenship lesson for 6th grade, they will complete this week
  - [Chatting Safely Online](#)
- Completed a three part lesson on Information Literacy with 6th grade Social Studies
  - Finding reliable, credible information focusing on bias in information. Students' ticket to leave was creating an acrostic poem that explains what bias means to them, [examples](#).
- Completed ordering for the library including print materials to freshen the collection and replace items that may have been removed per removal policy

### IMC Specialist

Brenda Long - 50% FTE LMS

### IMC Aides

Kristin Wall

Kim Recely-Harry

## Cedarburg High School

### Activites

- Research database lesson with AP Language
  - Introduction to new databases CHS subscribes to along with refresher on databases available through CPL, Badgerlink, and CHS
- Completed ordering for the library including print materials to freshen the collection and replace items that may have been removed per removal policy

### IMC Specialist

- Brenda Long - 5% FTE

### IMC Aides

- Tami Toutloff-Wolter
- Kim Cass