

**LIBRARY BOARD**  
**January 25, 2023**

**LIB20230125-1**  
**UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, January 25, 2023, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:36 p.m.

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

Excused - Meghan O'Driscoll, Council Member Simpson

Also Present – Library Director Linda Eastwood

**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 & SUGGESTIONS FROM CITIZENS**

**APPROVAL OF MINUTES**

Motion made by Mike Maher, seconded by Cassandra Bartelme, to approve the October 26, 2022 minutes. Motion carried without a negative vote with Meghan O'Driscoll and Council Member Simpson excused.

Motion made by Cassandra Bartelme, seconded by Mike Maher, to approve the December 14, 2022 minutes. Motion carried without a negative vote with Meghan O'Driscoll and Council Member Simpson excused.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

Director Eastwood explained the ending 2022 library budget. The Library came in under budget by approximately \$26,000; although, there are still some 2022 bills still being paid. Currently the Fund Balance is \$132,579. \$24,000 of the Fund Balance will be needed for the 2023 operational budget since the Library had a 0% increase from the City. One area of the budget that needs to expand is the material collection budget that is used to purchase books and other loanable material, we are not meeting the demand of our patron requests. It was discussed that the Board monitor the budget over the course of the year and if we need to use Fund Balance to supplement the collection that it then be discussed at a later meeting date in the second half of the year.

Joycelyn Russo asked if the Lawncscapers bill could be better explained as to what services were included for the two months of service. Director Eastwood will bring a copy of the invoice to the February Board meeting so the services can be explained.

Motion made by Joycelyn Russo, seconded by Lorraine LeSage, to approve the bills and financial statements. Motion carried without a negative vote with Meghan O'Driscoll and Council Member Simpson excused.

## **REPORTS**

### **Director's Report**

Director Eastwood reported that she is working on the 2022 Annual Report and will bring it to the February Board meeting for approval. She also reported on the various staff changes at the Library.

### **School Report**

Lorraine LeSage gave an update on SORA, which is the school's version of Libby and it lets students download e-books and audiobooks.

## **NEW BUSINESS**

### **Update on 5-Year Strategic Plan; and action thereon**

Director Eastwood gave an update on the history of the Strategic Plan along with accomplishments made along the way. Two years are left on the plan.

At this point, the goal is to continue doing the work created from the Plan and fine-tuning, especially with mostly unfamiliar staff. At mid-point 2023, an online user survey should be created for measurement of results.

### **Review Collection Development and Management Policy; and action thereon**

The Board decided everyone should take some time and review the policy during the next month and then return in February to discuss and act on a revision. The same was decided for the Material Reconsideration Policy. Both policies will be back on the agenda for the February 22 meeting.

## **ADJOURNMENT**

Motion made by Kassandra Bartelme, seconded by Joycelyn Russo, to adjourn the meeting at 8:15 p.m. Motion carried without a negative vote with Meghan O'Driscoll and Council Member Simpson excused.

Linda Eastwood  
Library Director

adk