

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
November 8, 2023
6:30 PM

Present/Roll Call: Jennifer Trendel, Paula Hollenbeck, Kristin Martin, Samantha Seeman, and Jennifer Simdon-Budewitz-Cari Redington 6:50pm (excused)

Call to Order: President Trendel called the meeting to order at 6:34 PM.

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Hollenbeck made a motion to approve the monthly reports (last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report) seconded by Trustee Simdon-Budewitz. Discussion. Corrections to minutes-#4 under New Business and donations need to be updated. Next meeting time should reflect 6:30pm, not 6:20pm. October and November circulation statistics reports will be both ready for the next meeting. Monthly reports approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Martin. Discussion. Errors on reports. Materials Expenses should be \$2744.17 vs. \$2679.88. Operations should be \$4333.13 vs. \$3261.59. These errors are due to Visa credit card issues. Director Seeman is exploring paying the Visa bill online due to delay in payment processing. The Petty cash report is not in the packet, but will be available next month. Roll call vote. Treasurer report approved.

Village Report: The water rates will be going up 8% in January. In June, they will be increasing 70%.

Friends of the Library Report: The Art & Craft Fair was well attended. Attendance was 1708, which is a 502 increase from last year. Entrance fees generated \$3416, while the raffle made \$3430. \$6846 is the total brought in. The FOL is starting to plan their annual meeting that will occur in January.

School District Report: DPI is requesting district library plans. Trustee Simdon-Budewitz presented it to the school district today, 11/8/23.

Actions: Old Business

1. Library's 45th Anniversary-Director Seeman is working on a sign-up sheet. The board looked at logos and agreed on a design. Director Seeman will order window clings to give out and t-shirts for the volunteers to wear at the event.
2. Copier/Phone options update-Impact agreement ends at the end of this month. Director Seeman will see about getting a contract extension until the end of January 2024 to allow her to figure out which company would be the best fit for the library and its needs. Discussion of the information the board has, at this time, was done.
3. Staff Vacation/Holiday Time/Paid Holidays-The board is looking at how holidays are paid out. Saturday, 12/23/23, the library will be closed and not paid this year. New Year's Eve lands on a Tuesday. The library will close at 2pm. Trustee Redington made a motion that the staff working, that day, will be paid their full scheduled hours. Trustee Martin seconded the motion. Discussion. Roll call vote. Approved.
4. Cambridge Christmas-The library will close at 4pm on 12/1/23 to set up for the festivities. The library will be open 10-5 to participate. Board members who can volunteer can come in at 10am on 12/5/23. The board will assist with the craft projects. Lake Ripley 4H may possibly have a craft in the QRR until 2pm.

New Business

1. Narcan at the Library (AED)-Looking into training for Narcan and AED for staff and the board.
2. Visa Credit Card-Looking to increase the credit limit on the card and a different way to pay it. Trustee Hollenbeck made a motion to increase the credit card limit to \$2500, seconded by Trustee Redington. Discussion. Roll call vote. Approved.
3. Board of Trustees Bylaws-Review annually in January.
4. DCLS Agreement-The board reviewed the agreement. Trustee Redington made a motion to approve the signing of the DCLS agreement, seconded by President Trendel. Discussion. Roll call vote. Approved. Agreement signed by President Trendel, Director Seeman and Secretary Martin.
5. Donations and Gifts-Arne Maage \$13. The FOL gave \$200 to support the Thanksgiving Bingo and Christmas graham cracker house events coming up.

Upcoming meetings:

12/13/23 6:30 PM Next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Simdon-Budewitz at 8:56 PM. Approved.

Submitted by Kristin Martin

