

**Cambridge Community Library  
Board of Trustees Monthly Meeting Minutes  
August 9, 2023  
6:30 PM**

**Present/Roll Call:** Jennifer Trendel, Paula Hollenbeck, Kristin Martin, and Samantha Seeman

**Call to Order:** President Trendel called the meeting to order at 6:31 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 Martin. Discussion. Discussed handouts on how to use the various databases the library offers. Discussed advertising of the databases. Trustee Training Week is 8/21-8/25. Change for July operation expenses amount from \$2720.39 to \$2935.47 due to a late water/sewer bill. Monthly reports approved.

**Approval of Treasurer's Report:** Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by President Trendel. Discussion. Cleaning up the petty cash procedures and reports. The SCLS Foundation investment fund ended at \$53416.92. Gains/losses in June corrected to being a gain, not a loss. Treasurer report approved.

**Village Report:** The Town of Oakland agreed to fix Blue Jay Way. It will become a one-way street with a bike lane and pedestrian walkway. Chip and overlay will be done prior to school starting.

**Friends of the Library Report:** The annual book sale was well attended and made their goal. They donated 40 boxes of books afterwards. The FOL group donated \$75 to the library for 2 circuit programs in August. The teen program is 8/12 and the adult program is 8/31.

**School District Report:** None

**Actions: Old Business**

1. August Trustee Election for Positions-CSD is out of compliance for the library board. The position needs to be filled by an appointed school employee. Due to not currently having a Jefferson County representative, Trustee Martin will shift to that seat. The board will now need to select one candidate for the open Dane County position. Trustee

Hollenbeck made a motion to appoint Cari Redington to the one open at large position, seconded by Trustee Martin. Motion passed unanimously.

2. Trustee Orientation-Director Seeman has started a google drive with all the necessary information. She is hoping to have it ready for next month.
3. Library's 45th Anniversary-The board is looking to host the community dinner January 4, 2024. They will use google genius for the sign up. The board is looking to create a logo to create vinyl stickers to distribute at the event and t-shirts for the servers. The board came up with the menu consisting of: sloppy joes (regular and vegetarian), coleslaw, raw veggies & dip, cookies/cake, and drinks (milk, water and hot cocoa).
4. Surveys-Director Seeman is creating a survey for the community. She's seeking to find out what's missing from the collection, what people like and what times are best for visiting the library. Director Seeman is looking to pass these surveys out at the community dinner in January.
5. Budget 2024-The board needs to turn the budget into the Village by 10/15 at the very latest. 2-3% cost of living raises are being given to the Village staff. The board needs to look at market adjustments for the library staff.

### **New Business**

1. Trustee Positions-Table until September.
2. Cyber Insurance-Each library should have their own insurance. Director Seeman is looking into costs.
3. Donations & Gifts-Received \$380 from the family of Roger Rude.

Upcoming meetings:

8/23 6:30 PM Special closed session regarding the 2024 budget.

9/13 6:30 PM Next monthly library board meeting

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Martin at 7:56 PM.

Approved.

Submitted by Kristin Martin