

**Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
December 13, 2023
6:30 PM**

Present/Roll Call: Jennifer Trendel, Paula Hollenbeck, Jennifer Simdon-Budewitz, Cari Redington, Samantha Seeman; Kristin Martin was excused.

Call to Order: The meeting was called to order at 6:34 PM by President Trendel

Introduction of Guests: None

Public Input: None

The board observed a moment of silence in remembrance of Mary Gjermo, to honor and appreciate her contributions to the Cambridge Community Library.

Approval of Monthly Reports: Trustee Redington made a motion to approve the monthly reports (11/8/2023 meeting minutes, director's report, monthly circulation stats, and labor report). Motion seconded by Trustee Hollenbeck. In discussion, Director Seeman highlighted a grant opportunity that will be submitted. The monthly reports were approved by voice vote.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve the Treasurer's Report, including monthly expenses, petty cash reconciliation, and SCLS Foundation report. Motion seconded by President Trendel. There were no special notes or callouts in the discussion. Roll call vote: Trendel, Hollenbeck, Simdon-Budewitz, and Redington voted to approve the motion. No nay votes. One absent. Motion approved.

Village Report: Trustee Hollenbeck summarized the November meeting of the Village of Cambridge Board of Trustees and the budget hearing, specifically the budget discussion which impacted the 2024 operating budget for the Cambridge Community Library. Minutes from these Village Board meetings can be found here: [2023 Packets and Agendas - Village of Cambridge, Wisconsin](#)

Friends of the Library Report: The Friends of the Library have donated \$500 to support the Community Café Meal on January 4th that will celebrate the 45th Anniversary of the Cambridge Community Library. The Friends of the Library are also considering a location for a second book cart.

School District Report: It is concert season at all campuses of the Cambridge School District.

OLD BUSINESS

1. **Budget 2023:** The Village of Cambridge approved a 2024 contribution to the library of \$105,000 in November, leaving a \$17,853 gap in the 2024 library operating budget. Motion made by Trustee Hollenbeck to use \$17,853 from the library reserve fund to cover 2024 operating expenses. Motion seconded by Trustee Simdon-Budewitz. Discussion on the importance of all budgeted services and facility maintenance/updates in 2024. Roll call vote: Trendel, Hollenbeck, Simdon-Budewitz, and Redington voted to approve the motion. No nay votes. One absent. Motion approved.
2. **Library's 45th Anniversary:** Supplies for the dinner will be sourced from local businesses. The volunteer list is confirmed. Orders for T-shirts and stickers have been placed.

3. **Copier / Phone Options:** Director Seeman solicited proposals to replace the copier and printers from three companies and summarized the responses for the board. Motion made by Trustee Redington to proceed with a 60-month contract with Rhyme for managed print services and equipment for \$237.14 per month. Motion seconded by Trustee Simdon-Budewitz. Discussion and comparison of the three proposals. Rhyme is the service provider for the Cambridge School District and have worked with SLCS in the past. Roll call vote: Trendel, Hollenbeck, Simdon-Budewitz, and Redington voted to approve the motion. No nay votes. One absent. Motion approved.
4. **Strategic Plan:** This topic will be discussed at the Library Board of Trustees meeting on January 10th, 2024.

NEW BUSINESS:

1. **Mary Gjermo Memorial:** The Board discussed memorials to honor the contributions of Mary Gjermo to the Community Library. Public input will be solicited, and statements will be read at the January 2024 meeting.
2. **Goals for 2024:** Director Seeman highlighted goals for 2024 under the umbrella categories of:
 - Facility maintenance & updates, including addition of a makerspace and improved space utilization
 - Governance, referring to the review & potential update (as necessary) of policies and the bylaws
 - Collection management
3. **Library Assistant Position:** The current assistant is transitioning into the cataloger role, leaving a vacancy in the assistant position. Director Seeman is drafting a position description for the role and plans to post this in January 2024.
4. **Grant Requests:** The board discussed potential projects for the Cambridge Foundation grant application.
5. **Yotos / Tonies at the Library:** Discussion of acquisition of screen-free audio players (brand names are Yoto and Tonies) for young library patrons and potential grant programs available.
6. **Annual Report:** Trustee Hollenbeck made a motion that President Trendel be authorized to review and sign the annual report in case the Library Board of Trustees cannot meet before the approval is due. Trustee Simdon-Budewitz seconded the motion. Motion approved by voice vote.
7. **Donations and Gifts:**
 - Jennifer Trendel donated a Cricut Press so that the library may start to develop their Makerspace and further enhance their Cricut programming.
 - Bob & Katie Gould donated \$500 to the library to “use it as you choose.” This was delivered to the Village and deposited on 12/4/2023.
 - The Friends of the Library have voted to donate \$500 towards the 45th anniversary celebration / Community Café on 1/4/2024. The check was delivered to the Village for deposit on 12/11/2023.

Next Meeting Date: January 10th, 2024, at 6:30 PM

Future Agenda Items:

- Additional hours of operation
- Review and potential update of Board of Trustee bylaws
- Policy updates
- Space utilization

Trustee Hollenbeck made a motion to adjourn the meeting. Motion seconded by Trustee Redington. Motion approved; meeting adjourned at 8:17 PM.

Submitted by Cari Redington