

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
June 14, 2023
6:30 PM

Present: Jennifer Trendel, Sue Christianson, Joan Behm, Kristin Martin, Samantha Seeman, Tim Phelps

Call to Order: President Trendel called the meeting to order at 6:32 PM.

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Library Board Minutes-Director's Report-Statistics-Monthly Labor Costs. Need to fix 3 vs 2 capacitors that need to be replaced in May minutes. The statistic % calculation for CKO Monthly Year to Year is still incorrect on the statistics report. It will be looked at and recalculated. Discussed the Labor Report and the need for an increase to be comparable across the library system. Trustee Martin made a motion to approve the reports, seconded by Trustee Phelps. Approved.

Approval of Treasurer's Report: Monthly Expenses-Budget Comparison. Trustee Christianson stepped in to review the monthly bills. Trustee Phelps made a motion to approve the reports, seconded by Trustee Martin. Roll call vote. Approved unanimously.

Village Report: Director Seeman was welcomed at the Village Board meeting. There is a new Forester for the village. Well #3 is still being worked on.

Friends of the Library Report: The FOL are getting ready for the annual book sale August 4 & 5. Books can still be donated. They will be working with the library board for the 45th anniversary celebration.

School District Report: None

Actions: Old Business

1. Handbooks-Director Seeman has been given the handbooks. Table until next month.
2. Budget 2023-Received Dane County rural reimbursement of \$62,336. Received \$300 in grant money from Beyond the Page for SLP a performer. Received 2023 SCLS Youth Literacy grant of \$450 for SLP expenses or performers. Quarterly e-commerce check received in the amount of \$111.80 via check.
3. SCLS Investment-April value reported as \$52,238.05.

New Business

1. Open Trustee position-Four individuals are interested in the position. The board will invite all 4 for an interview at the July board meeting. Will look at DPI/SCLS resources for interview questions. Considering contacting Village President McNally to increase the board from 5 to 7 again.
2. 2024 Agreement to Participate in SCLS Technology Services-Director Seeman and President Trendel have signed the agreement.
3. Harker-Director Seeman needs to send back the maintenance agreement to Harker. The first year for fall/spring will cost \$1035. Year 2 will cost \$1045 and year 3 will be \$1055. The capacitor's parts will be \$62.07 each plus labor. Labor cost has not been disclosed or estimated.
4. Updated System Down Time-Down time did not happen over Memorial Day. New timeframe is 6/28 to 7/1. Computers and wifi will not be available for use, but the library will be open. Staff will have a dongle hotspot from SCLS. Staff is advertising with flyers.
5. Interest Income from the General Account-Director Behm has asked the Village for the interest on funds in our general account. New Village Treasurer, Tammy, will assist us in this. She will check to see if the board can get a monthly amount of what we have.
6. July Trustee Elections for Positions-The board will do this once a full board has been established. Trustee Christianson made a motion to have elections held once there is a full board. Seconded by Trustee Phelps. Approved unanimously.
7. Settlement information-\$39.63 is due to the library, for a restitution condition for probation, for past issues with a former library patron. The former patron also owes the Department of Corrections \$101.46. It is now considered a civil judgment. A lien has been placed on their property and collection routes are being pursued.
8. Donations and Gifts-None

Input and future agenda items for the next meeting and set date: July 12, 2023 at 6:30 PM

Trustee Martin made a motion to adjourn, seconded by Trustee Phelps at 8:02 PM. Approved.

Submitted by Kristin Martin

Corrections made by Kristin Martin 7/13/23