

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
May 10, 2023
6:30 PM

Present: Jennifer Trendel, Sue Christianson, Joan Behm, and Kristin Martin

Call to Order: President Trendel called the meeting to order at 6:27 PM.

Introduction of Guests: Samantha Seeman, New Director of the Cambridge Community Library

Public Input: None

Approval of Monthly Reports: Library Board Minutes-Director's Report-Statistics-Monthly Labor Costs. The statistic % calculation for CKO Monthly Year to Year is incorrect on the statistics report. It will be looked at and recalculated. Trustee Martin made a motion to approve the reports, seconded by President Trendel. Approved.

Approval of Treasurer's Report: Monthly Expenses-Budget Comparison. Trustee Christianson stepped in to review the monthly bills. Budget is still not reflected in Workhorse. This needs to be addressed prior to Director Behm's retirement. Trustee Martin made a motion to approve the reports, seconded by President Trendel. Roll call vote. Approved unanimously.

Village Report: It appears the Village has a candidate for the Clerk/Treasurer position. The Village Board also found a candidate for the open Trustee position.

Friends of the Library Report: The FOL are getting ready for the annual book sale. The 45th Anniversary for the library will be discussed.

School District Report: There was no report from the school district; however, Trustee Martin shared that the CAP Director, Jordan Reichs, has left. There is a new replacement already.

Actions: Old Business

1. Handbooks-Table until next month.
2. Budget 2023- The Dane County estimate for 2024 has come in. It still needs approval. \$47,069 for operations. \$10,734 for facility. Total \$57,804.
3. SCLS Investment-March value reported as \$51,910.70.

New Business

1. Upcoming scheduling and meetings-Samantha Seeman will start her new position of Director on June 1, 2023. Director Behm will be done June 16, 2023. She will work and train with Samantha. Director Behm will be on the books in July for vacation. The board requested a key inventory and petty cash report prior to Director Behm's departure. The new Director will need system access to all things. Director Behm will get all Village paperwork to Samantha.
2. Open Trustee position-Director Behm posted an ad on Facebook and will get added to the library's website. The Village will add to their website. FOL will send email to their members.
3. 2024 Agreement to Participate in SCLS Technology Services-Received copy of the agreement. Director Behm will find out next week when the agreement is due.
4. Cyber Security information-The Village was asked if they have insurance for this. They do, but Administrator Moen needs to clarify if it covers the library. The board would like to know what the deductible is. The all director's meeting in July will give more information.
5. Harker-The HVAC had its spring inspection. Three capacitors need to be replaced for the air conditioner. Replacing it will avoid premature equipment failure. Director Behm asked for costs and more information. No response from Harker as of the meeting date.
6. Upcoming Closures-SCLS will be moving their servers. There will be no internet. The library will be closed Saturday, May 27, Monday, May 29. Tuesday, May 30 may be open with limited functions. Director Behm will start to advertise the upcoming closures.
7. Donations and Gifts-\$500 from Shirley Rucks

Input and future agenda items for the next meeting and set date: June 14, 2023 at 6:30 PM

Trustee Christianson made a motion to adjourn, seconded by Trustee Martin at 7:32 PM.
Approved.

Submitted by Kristin Martin