

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
October 11, 2023
6:30 PM

Present/RollCall: Jennifer Trendel, Paula Hollenbeck, Cari Redington, Jennifer Simdon-Budewitz, Samantha Seeman. **Absent:** Kristin Martin (excused)

Call to Order: President Trendel called the meeting to order at 6:33pm

Introduction of Guests: None

Public Input: None

Approval of Monthly Reports: Trustee Redington made a motion to approve the monthly reports, Seconded by Trustee Simdon-Budewitz. Discussion: New method for payroll report that will align with the pay periods rather than the month. Monthly reports Approved

Approval of Treasurer's report : Trustee Hollenbeck made a motion to approve the Treasurer's reports, seconded by Trustee Redington. No discussion. Approved on roll call vote.

Village Report: The Village continues to work on the budget.

Friends of library Report: Arts and Craft sale First Saturday in November, lots of advertising out there. Concerns about taping down the floor and looking for the volunteers to help throughout the event. Book fair was mostly a success, \$150 for books. Quilt raffle tickets are available at the library desk.

School district report: it is homecoming week. Parade at 2:15 weather permitting. Parade will start gathering at 1:30pm or so in the Library parking area. Looking for a new K-8 literacy curriculum

Old Business

1. 45th anniversary: Will create a sign-up sheet and have it out for the meeting after the Art Fair; we have engaged a volunteer to design a 45th logo sticker, graphic and tshirt
2. WILS renewal – Renewal is Friday – Reviewed what has been used; While some have been little used, we will be trying to promote them more this year so we will renew all the databases we have used in the past. The staff is looking at creating and starting that promotion.
3. 2023 Budget discussion. Director Seeman shared a spreadsheet of data that we were considering. The budget is now aligned with the categories that are in Workhorse, so it makes following the budget and actuals easier. Total budget request 280466.37.
 - a. Trustee Redington motion to approve 2024 budget and forward to the village board. Trendell seconded. Unanimously approved on a Roll call vote.

New Business

1. Cambridge Christmas, first weekend in Dec 1 – 3; Library wants to be part of the calendar. Saturday Elf shelf will be in the Amundson center – would like to have a craft in the library building that day. And be fully open that day. Will be looking for volunteers to help cover. Director Seeman will continue on the planning for this.

2. Staff Vacation: Staff clocks in 15 min before shift; question on how to pay for vacation/holiday pay would be in 4 or 8 hour increments.
3. Copier and Phone options: Reviewed the DiMax quotes for copiers and phones. Director Seman will be meeting with vendors over the next few weeks. Hollenbeck offered to meet with vendors along with Seeman. Trustee Simdon-Budewitz stated the school uses Ryme and will talk to school about how they work.
4. Donations and Gifts – all in the directors report – add to the minutes from there.

Convene into Closed session per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, promotion, compensation or performance evaluation data of Village employees:
Staff Incident Report/Wages: President Trendel made the motion to go into closed session, seconded by Trustee Hollenbeck. Approved unanimously on a roll call vote.

Reconvene into open session: President Trendel made the motion to reconvene into open session, seconded by Trustee Hollenbeck, Approved unanimously on a roll call vote.

5. No action taken from closed session

Upcoming meetings:

11/8/2023 6:20 pm next library board meeting

Motion adjourn made by Trustee Redington and seconded by Trustee Simdon-Budewitz. Approved

Submitted by Paula Hollenbeck