

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

**Present/Roll Call:** Jennifer Trendel, Paula Hollenbeck, Kristin Martin, Cari Redington, Jennifer Simdon-Budewitz and Samantha Seeman

**Call to Order:** President Trendel called the meeting to order at 6:34 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. Library staff have started a weeding project. They started with duplicates and poor condition/damaged items. Discarded materials will go to the book sale. Monthly reports approved.

**Approval of Treasurer's Report:** Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Redington. Discussion. Director Seeman is working on a petty cash process. There will be more oversight of funds with the village. Roll call vote. Treasurer report approved.

**Village Report:** The Village is starting the budget process in early October.

**Friends of the Library Report:** The book sale profited \$2670, which is up by \$230 from last year. Art and Craft Fair plans are underway. The FOL is removing the book cart from the Cambridge Market. The group is participating in the Ruby Rose event on 9/28/23.

**School District Report:** The school libraries have been relying on the public library for check-outs with the start of the school year.

**Actions: Old Business**

1. Trustee Positions-The board needs a Treasurer and Vice President. Trustee Hollenbeck nominated Trustee Redington for treasurer. Voted. Passed unanimously. Trustee Hollenbeck nominated Trustee Simdon-Budewitz as Vice President. Voted. Passed unanimously.
2. Trustee Orientation-Director Seeman sent out a link to board members. Everything needed is on the drive.

3. Library's 45th Anniversary-Will need about 25 pounds of ground beef for the sloppy joe's. We should plan for 150 attendees. Will serve a sheet cake and cookies for dessert. Kerry Marren will provide placemats. The event is 1/4/24.
4. WiLS Renewal-Looking to highlight the databases to the community. Looking for how-to guides for navigating each one.
5. Budget 2024-General preliminary discussion. AV and periodicals can be reduced, if needed, to lower budget line items.

### **New Business**

1. Library Refund Policy-Our library does not currently have one on file with SCLS. Trustee Hollenbeck made a motion that the Cambridge Community Library adopt a policy for no refunds of lost 'lost and paid for' materials as of 10/1/23, seconded by Trustee Redington. Discussion. Voted. Passed unanimously.
2. Fire Emergency Contact List-Authorities #1, Director Seeman #2, Trustee Martin #3, President Trendel #4, Village Member TBD #5.
3. WLA Membership for Trustees-\$100 the whole board to become members. \$20 each was donated by the board members to pay for the membership.
4. Custodial Position for Library and Amundson Center-3 candidates were interviewed. A candidate will be offered the position. They are looking to start in October.
5. Amendment to Dane County Standards for Public Libraries-Trustee Hollenbeck made a motion to approve the amendment, seconded by Trustee Redington. Discussion. Voted. Passed unanimously.
6. Donations and Gifts-\$444.28 was received from the estate of Fran Dickert.

**Convene into Closed Session** per 19.85(1)(c) of the Wisconsin Statutes to consider the employment, compensation or performance evaluation data of Village employees: Staff incident report/Wages. Trustee Hollenbeck made the motion to go into closed session at 8:22 PM, seconded by Trustee Simdon-Budewitz. Roll call vote. Passed.

**Reconvene into Open Session**-Trustee Hollenbeck made a motion reconvene to open session at 9:00 PM, seconded by Trustee Redington. Roll call vote. Passed.

7. President Trendel made a motion for a \$1.50 market adjustment for all library staff effective 9/16/23. Motion seconded by Trustee Hollenbeck. Roll call vote. Passed unanimously.

Upcoming meetings:

10/11 6:30 PM Next monthly library board meeting.

10/18 6:30 PM Potential budget meeting, if needed.

Trustee Redington made a motion to adjourn, seconded by Trustee Simdon-Budewitz at 9:12 PM. Approved.

Submitted by Kristin Martin

