

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
January 10, 2024
6:30 PM

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

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

Introduction of Guests: Talia Schorr, Ralph Spaulding, Bob Salov, Gloria Salov, Phil Van Valkenberg, Sue Christianson, Marcia Siversind, Lance Millard and Chris Breunig.

Public Input: Bob Salov spoke on behalf of the group, requesting the renaming of the Cambridge Community Library, on behalf of Mary Gjermo. "Without her, we wouldn't have it." Bob Salov indicates he has 80 people wanting this change to be the "Mary M Gjermo Community Library". Talia Schorr suggested that "Cambridge" should be included in the name. She suggested "Mary M Gjermo Cambridge Library". Chris Breunig made a comment that he did not agree with changing the library name out of respect for all the people, who are and were, a large part of the library. His solution would be to name a room. The group asked for this to be put on the library board's next agenda. President Trendel, speaking on behalf of the board, was grateful for what Mary did for our library and community.

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 Redington. Discussion. Director Seeman indicated that at least 184 community members were served at the monthly dinner the library hosted. She also stated that the Jefferson County contract needs to be signed this evening. The incorrect labor report was sent. Correct version was submitted at the time of the meeting. The website domain is up for renewal. The cost is \$15/year. Trustee Redington made a motion to approve the renewal of the library website at \$15/year for 9 years(max allowed). Trustee Martin seconded motion. Discussion. Roll call vote. Passed unanimously. 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 Martin. Discussion. There is an incorrect number for the programming cost. Director Seeman will fix and submit at the next meeting. Roll call vote. Treasurer report approved.

Village Report: There was no meeting the night prior due to weather.

Friends of the Library Report: January 25 is the Annual Meeting with a speaker and desserts.

School District Report: 1st semester is coming to an end.

Actions: Old Business

1. Trustee Bylaws Review-Discussed and will review at next meeting.
2. Library Assistant Position Update-Kayla is getting ready to move into Cataloger position, but will help out as needed. She has been training with Emily. Director Seeman will be advertising for a new hire-18 hours/week, with working circulation and programming.
3. Strategic Plan-Table until next month.

New Business

1. Policy Review, Revision and Approval-Trustee Hollenbeck made a motion to move to the end of New Business, seconded by Trustee Redington. Approved.
2. Extension of Hours-Currently 42 hours of operation. 45/48 hours options shown to board. Staff currently don't like to work until 8pm. Looking at 7pm closing time. Looking at a fair compromise for staff and community. Every staff will close 1 night a week. Director Seeman plans to start the first full pay period of March.
3. Space Utilization-Director Seeman discussed the possibility of swapping the Youth & Children's areas. Will bring anything forward as needed.
4. Donations and Gifts-Janice Redford donated \$100.
5. Policy Review, Revision and Approval-Director Seeman is making a list of policies the library should have. We do have a Code of Conduct for Public Library Behavior. Next agenda will reflect which policy will be worked on. We will review changes made and start reviewing the next policy. Director Seeman will link policies to the Library Board Orientation Drive.

Upcoming meetings:

2/21/24 6:30 PM Next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Redington at 8:23pm.
Approved.

Submitted by Kristin Martin