

**Cambridge Community Library**  
**Board of Trustees Monthly Meeting Minutes**  
**February 21, 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 6:30 PM.

**Introduction of Guests:** Talia Schorr, Bob Salov, and Janice Redford

**Public Input:** Talia Schorr spoke about Mary Gjeramo being the first librarian at the Cambridge Community Library and she should be honored. Bob Salov stated that Mary offered leadership to our youth. She was an example of doing and making a difference. The effort of the new library is all Mary. She was a hero to Bob. Janice Redford is a past teacher in Cambridge and had Mary as a student. She is supportive of the library in general. Bob Salov indicated that he is willing to participate in any way to help facilitate the changing of the library's name. He feels strongly about this. Bob Salov doesn't see this as a "right, but honoring her".

**Approval of Monthly Reports:** Trustee Redington made a motion to approve the monthly reports-last months board minutes, Director's Report, Monthly Circulation Stats, and Labor Report) seconded by Trustee Hollenbeck. Discussion. Director Seeman indicated that she, Trustee Martin and Trustee Hollenbeck have found uncashed donation checks in a stack of paperwork. The 3 checks are from 2017 and 2020. Director Seeman hopes to make a decision for the open Circulation position next week. At this time, only one person has applied for the open Page position. 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 Simdon-Budewitz. Discussion. Trustee Hollenbeck asked to have the month prior's Budget Comparison report added to the packet moving forward. This way the board can review and track. Roll call vote. Passed unanimously. Treasurer report approved.

**Village Report:** Representative Kate McGinity spoke at the Village Board meeting regarding broadband issues. The Board changed rental fees for the Amundson Center. Tim Phelps left the Village Board and has been replaced by Kristin Blackwood.

**Friends of the Library Report:** The annual meeting was held 1/25/24. Bruce Sommers, Treasurer, may be stepping down due to work, but is trying to stay on. March membership drive is coming up.

**School District Report:** There are 2 open seats for the School Board plus one vacancy to fill. The District Technology Administrator has resigned after 19 years.

## **Actions Agenda:**

### **Policies**

1. Appropriate Library Use Policy Review & Approval-Trustee Hollenbeck made a motion to discuss after review of all the policies, seconded by Trustee Simdon-Budewitz. Discussion. Add policies discussed and reviewed every X years. Add approval date to policy. Approved.
2. Naming Rights Policy Review-First look to review policies from other libraries. Draft will come to the March meeting. Sun Prairie Library is a good template for the policy. A lot of libraries have similar policies. The Board is also looking to add the time period of naming for the policy. Rebranding is not free. Everyone must understand the cost involved. It is significantly expensive. Bob Salov asked for the draft of the policy. Director Seeman will check with SCLS for rules on publishing meeting packets and drafts.

### **Old Business**

1. Trustee Bylaws Approval-Trustee Redington made a motion to bring approval of the Bylaws to the table for discussion, seconded by Trustee Hollenbeck. Discussion. Trustee Hollenbeck made a motion to amend the Bylaws Section 4 to include 3 consecutive terms and update Section 5 to reflect this. Motion seconded by Trustee Redington. Approved unanimously. Trustee Redington made a motion to amend Article 3 Section 5 to read, "The Treasurer shall review the monthly expenses, as prepared by the Library Director, and shall perform such duties as are generally associated with that office. In the absence of the Treasurer, his/her duties shall be performed by such other members of the Board as the Board may designate"-and Article 1 Section 1 refer to "The Library Board" throughout the document. Motion seconded by Trustee Simdon-Budewitz. Approved. Trustee Redington made a motion to table the approval of Trustee Bylaws until the March meeting, seconded by Trustee Hollenbeck. Discussion. Approved.
2. Budget 2024-There was a discrepancy found by the Village Treasurer. \$17,853 was approved but short \$13082.86. Will leave as is since the budget is an estimate.
3. Strategic Plan-Link to Google Drive was sent out with all the work done with Shawn Brommer. Director Seeman will work with her to finalize the plan so that it can be posted.

### **New Business**

1. Donations & Gifts-\$171.00 was counted and deposited from the donation box, in the library, on 2/5/24.

President Trendel made a motion to go into Closed Session, seconded by Trustee Hollenbeck. Approved.

Convene into Closed Session per 19.85(1)(f) of the Wisconsin Statutes to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par (b) applies, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Trustee Hollenbeck made a motion to reconvene into Open Session, seconded by Trustee Martin. Approved

Reconvene into Open Session

2. Possible Action Taken on Closed Session Items-For the record, Director Seeman found 3 uncashed donation checks. 2017-\$4,000. 2017-\$3,637.07. 2020-\$500. She will follow up with donors.

**Upcoming meetings:**

3/13/24 6:30 PM-next monthly library board meeting.

Trustee Redington made a motion to adjourn, seconded by President Trendel at 9:21 PM. Approved.

Submitted by Kristin Martin