

Board of Trustees – Table of Contents

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Cambridge Community Library
Monthly Agenda for January 2024
On February 21st at **6:30PM**

CALL TO ORDER

ROLL CALL

INTRODUCTION OF GUESTS -

PUBLIC INPUT (20 minutes maximum)

APPROVAL OF MONTHLY REPORTS:

Library Board minutes
Director's Report
Monthly Circulation Stats

APPROVAL OF TREASURER'S REPORT:

Monthly Expenses
Petty Cash Reconciliation
SCLS Foundation Report

VILLAGE REPORT

FRIENDS OF THE LIBRARY REPORT

SCHOOL DISTRICT REPORT

ACTION AGENDA:

POLICIES

1. Appropriate Library Use Policy Review & Approval
2. Naming Rights Policy Review

OLD BUSINESS

1. Trustee Bylaws Approval
2. Budget 2024
3. Strategic Plan

NEW BUSINESS

1. Donations and Gifts

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.

Reconvene into Open Session

2. Possible Action Taken on Closed Session Items

NEXT MEETING DATE: March 13, 2024

FUTURE AGENDA ITEMS

ADJOURNMENT OF LIBRARY BOARD MEETING

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

Present/RollCall: 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.

2024 Director's Report
Library Board of Trustees Meeting
February 14th @ 6:30pm

Programs @ the Library

- Our regular Monday Night Book Club was held on January 15th this month. We discussed the scientific non-fiction book, Hidden Valley Road by Robert Kolker. There were 7 members present for this discussion. Our next book, The Christie Affair by Nina de Gramont, will be discussed on Monday February 12th.
- Friday Flicks was on January 19th and we showed the movie Indiana Jones Dial of Destiny with 18 people attending. The next movie (being held on February 16th) is The Hill.
- We held an informative workshop about our database Transparent Language on 1/27. 5 people attended the workshop
- We had a family activity called Forts and Flashlights on 1/25 (the same night as the Friends Annual Meeting), which had 8 people attend.
- Impromptu Makerspace details:
 - (1) Self-guided session with Cricut on 1/8; one person for 1 hr
 - (1) Self-guided session with Cricut on 1/31; one person for 1 hr
 - (1) Self-guided session with Cricut on 2/7/24; one person for 1 hr
- Storytime restarted this month on January 19th
 - Cow story time 1/17 & 1/19 – 6 adults+8 children=14
 - Gnome story times 1/24 & 1/26 – 14 adults+16 children=30
 - Snow storytimes 1/31 & 2/2 – 12 adults+26 children=38
- Scrabble meets every Tuesday at 2pm. They just started advertising for new members in our newsletter recently.
 - 1/2, 1/16, 1/23, 1/30= 15

Continuing Education / Training

- Youth Services Librarian attended
 - Wild Wisconsin Winter Web Conference – 1/25
 - **Programs Partnerships and Burnout**
 - Community assets are key as well as knowing the community. Small communities may have non-traditional assets and we need

2024 Director's Report
Library Board of Trustees Meeting
February 14th @ 6:30pm

to build relationships and make asset maps. Get to know people, gifts, skills, organizations.

- Understand community. For example, one library loved the 3D printer programs and other did not have interest. One liked cookbook club.
- Don't reinvent wheel.
- Quality vs quantity.
- Connected learning (interest+relationship+opportunity)
- Avoid burnout via partnerships.
- Important to evaluate.
- CCBC ALA Winners webinar – 1/31
 - A quick listing of books that recently received awards.
- Library Assistant staff attended
 - Wild Wisconsin Winter (web) Conference
 - **Neutrality is Not an Option**
 - Two takeaways: Make sure to update your collection policies; and patrons have a right to challenge the collection, but they must follow the rules in the policy to express their concerns.
 - **But We Have Always Done it this Way**
 - Two takeaways: Create a plan that includes what, why, and the outcome of the change; and communicate (even over communicate) with everyone involved in the change.
 - **How to be Heard Without Screaming**
 - Two takeaways: Information is giving out, but communication is getting through; and put yourself in the audience's shoes, remove emotion, do not take things personally.
 - **Can't We All Just Get Along?**
 - Two takeaways: We can observe the emotion rather than getting engaged in it; and brains are Teflon for positive experiences and Velcro for negative experiences.
 - **Effective Email Etiquette**
 - Two takeaways: Everything sent in an email is a public record; and the subject line in an email is very important.
 - **Jeopardy! Libraries! Democracy!**
 - Two takeaways: Libraries are for us with no other goals in mind; 98% of people love libraries.
- Samantha attended
 - Dane County Librarian's meeting – January 11th (via Zoom)
 - Annual Report Webinar – January 15th
 - NE Regional Equity Team Meeting – January 23rd (via Zoom)
 - Friends Annual Meeting – January 25th
 - ¾ Kits Development Meeting @ CES – January 26th

2024 Director's Report
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- Wild Wisconsin Winter Web Conference: **But We've Always Done it This Way** – February 5th

Gifts / Donations / Monies Received

- We received our 4th quarter ecommerce check in the amount of \$183.09 (deposited on 1/29)
- Sauk & Green County Reimbursement checks came in this month; Sauk in the amount of \$20 and Green in the amount of \$162.45. Both checks were deposited on 1/29
- The donation box on the counter was “emptied,” counted and deposited upstairs on 2/5/24. We deposited \$171 in coins and cash, leaving behind some in the box (uncounted)

Other Updates

- Kristin, Paula and I have slowly started the paperwork sorting project I mentioned last year. We are chipping away at my office first, and then will start to tackle the back room, hopefully getting through the boxes and stacks of paperwork that have been left behind. Upon cleaning through some piles in my office though, Kristin and I found some alarming checks that appear to be un-deposited. We can touch on this more in closed session.
- The Annual Report for 2023 has been completed, signed and handed in as of 2/16. Tracie at SCLS looked it over before locking it for us.
- Hiring Updates
 - We have gotten a lot of applications since I posted the position on Indeed. At this time, we have 31 who applied through Indeed, and we have gotten 6 that have either come through email or been dropped off at the Library desk. I conducted a first round of interviews the week of February 5th based on who had applied up to that point. Since extending invites for interviews, I have gotten another three or four that I would have been interested in talking with further.
 - We had 6 candidates interview the week of 2/5 (with two additional people as a no show for their interview). Before I could send out an offer, one person withdrew their application so that they may leave the door open for something in their field. I did end up extending an offer to another candidate, but they declined. I have since sent out requests for interviews for 6 more candidates, and hope to have those interviews completed by the end of February. This sets us back in filling the position and having them training by the hour extension, so until we get someone hired and trained, I will cover that position's shifts.
 - I have written and posted the Page job description on our website, and sent a copy to the school. This is for a (4) hr per week position so that we have a second person every day of the week, and we are not drowning if our current page calls out sick or is not in that week. I will let you know when that position is filled; I am hoping to have someone hired as soon as possible.

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Upcoming Time Off / Out of Building

- Thursday February 29th – I plan to work a hybrid day. I will come in for a little while in the morning, but leave early afternoon and do some work from home on my laptop.
- Monday March 4th – I will be working from home for part of the day Monday, and coming in to close in the evening.
- There is a chance between now and the end of March that I may need to leave quickly for New York. I have let Village staff know, and both Lisa and Tammy are fine with me leaving their contact information in the case of an emergency (for staff).

2024 SCLS Monthly Statistics	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
CIRCULATION ACTIVITY						
2024 Total CKO current month	3,578					
2024 Total YTD	3,578					
2023 Total CKO current month	3,392	3,388	4,035	3,169	3,638	3,342
2023 Total YTD	3,392	6,780	10,815	13,984	17,622	20,964
%+ or - CKO monthly yr to yr	5.19%					
%+ or - CKO YTD	5.48%					
% CBR items	54.64%					
% SCLS items	45.36%					
Loaned to Other Libraries	2,233					
YTD loaned	2,233					
Borrowed from other libraries	1,623					
YTD borrowed	1,623					
2024 CKI current month	2,565					
2024 CKI YTD	2,565					
2023 CKI current month	2,449	2,506	3,032	2,562	2,789	2,615
2023 CKI YTD	2,449	4,955	7,987	10,549	13,338	15,953
MATERIAL TYPE						
Print						
Books: YA/Adult	1,398					
Books: Juvenile	1,017					
Magazines: YA/Adult	58					
Magazines: Juvenile	1					
Audio- Books						
Books on CD-YA/Adult	11					
Books on CD-Juvenile	1					
Playaway-YA/Adult	7					
Playaway-Juvenile	4					
Audio-Music						
CD-YA/Adult	114					
CD-Juvenile	2					
Visual/AV						
DVDs - YA/Adult	632					
DVDs - Juvenile	32					
DVDs TV Shows	205					
Software - YA/Adult	0					
Software - Juvenile	0					
Video Games - YA/Adult	5					
Video Games - Juvenile	0					
Miscellaneous AV-YA/Adult	3					
Miscellaneous AV-Juvenile	0					
Overdrive Data has moved to page 2						

2024 SCLS Stats (page 2)	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
USE COUNTS						
Patrons: Adult	3,065					
Patrons: Children	280					
Patrons: Staff	233					
New patron registration	16					
Dane County: Village	1,174					
" " Rural	627					
" " City	138					
Jefferson County: Village	67					
" " Rural	1,438					
" " City	125					
Other Counties: Rural	0					
" " City	9					
HOLD ACTIVITY						
2024 Holds placed	1,663					
2024 YTD holds placed	1,663					
% YTD change from 2023	5.59%					
2023 Holds placed	1,575	1,496	1,545	1,334	1,271	1,141
2023 YTD holds placed	1,575	3,071	4,616	5,950	7,221	8,362
CATALOG ACTIVITY						
Holdings entered	173					
YTD holdings entered	173					
Holdings deleted	439					
YTD holdings deleted	439					
INTER LIBRARY LOAN						
ILL	3					
YTD ILL	3					
ENRICHMENT PASSES						
WI State Park Pass (checkouts)	0					
WI State Park Pass YTD (co's)	0					
Milw Co Zoo Pass (checkouts)	1					
Milw Co Zoo Pass YTD (co's)	1					
Milw Co Zoo Pass (people)	3					
Milw Co Zoo Pass YTD (people)	3					
OVERDRIVE						
2024 Overdrive	723					
2024 YTD Overdrive	723					
2023 Overdrive	492	406	524	495	459	479
2023 YTD Overdrive	492	898	1,422	1,917	2,376	2,855
WIRELESS USE						
2024 Users-Total Unique Clients	286					
Average # of Clients Per Day	23					
Average Usage per Client (MB)	344.1					

Jan Feb YTD TOTAL

Expenses

Materials Expenses	\$ 6,149.95		
Operations Expenses	\$ 27,167.72		
Personnel Expenses	\$ 14,554.13		
Benefits Expenses	\$ 1,729.34		
Cash Drawer			
Materials	\$ 6.00		
Postage	\$ 11.36		
Programming	\$ 7.98		
Supplies			
Misc.			
Janitorial			

\$ 6,149.95
 \$ 27,167.72
 \$ 14,554.13
 \$ 1,729.34
 \$ 6.00
 \$ 11.36
 \$ 7.98
 \$ -
 \$ -
 \$ -

Revenues

Total Donations			
Total Monies Received	\$ 365.54		
Donation Box Deposit	\$ 171.00		
SCLS Foundation			
Interest	\$ 19.14		
Fees	\$ (64.68)		
Gains/Losses	\$ (39.32)		
Cash Drawer Deposits	\$ 157.75		
Faxes	\$ 9.00		
Copies	\$ 183.65		
Laminating			
Earbuds/Flash Drives			
Card Replacements			
Lost/Damaged Materials			

YTD TOTAL
 \$ -
 \$ 365.54
 \$ 171.00

\$ 157.75
 \$ 9.00
 \$ 183.65
 \$ -
 \$ -
 \$ -
 \$ -

Foundation Priced/Value	356,292.71
Foundation Current Month Priced/Value	356,207.26

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addn's/Withd raw	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/Losses	Ending Market Value
January 31, 2023		\$ 50,000.00	\$ 50,000.00	\$ (19.97)	\$ 8.70	\$ 2,492.50	\$ -	\$ 52,481.23
February 28, 2023	\$ 52,481.23	\$ -	\$ 52,481.23	\$ (60.59)	\$ 57.72	\$ (1,245.13)	\$ -	\$ 51,233.23
March 31, 2023	\$ 51,233.23	\$ -	\$ 51,233.23	\$ (59.02)	\$ 214.24	\$ 522.25	\$ -	\$ 51,910.70
April 30, 2023	\$ 51,910.70	\$ -	\$ 51,910.70	\$ (60.97)	\$ 61.11	\$ 767.04	\$ (439.82)	\$ 52,238.06
May 31, 2023	\$ 52,238.06	\$ -	\$ 52,238.06	\$ (60.10)	\$ 62.15	\$ (647.71)	\$ -	\$ 51,592.40
June 30, 2023	\$ 51,592.40	\$ -	\$ 51,592.40	\$ (59.36)	\$ 327.96	\$ 1,555.92	\$ -	\$ 53,416.92
July 31, 2023	\$ 53,416.92	\$ -	\$ 53,416.92	\$ (61.45)	\$ 20.50	\$ 1,275.63	\$ -	\$ 54,651.59
August 31, 2023	\$ 54,651.59	\$ -	\$ 54,651.59	\$ (62.76)	\$ 67.12	\$ (993.34)	\$ -	\$ 53,662.61
September 30, 2023	\$ 53,662.61	\$ -	\$ 53,662.61	\$ (61.56)	\$ 168.54	\$ (1,792.76)	\$ 13.58	\$ 51,990.40
October 31, 2023	\$ 51,990.40	\$ -	\$ 51,990.40	\$ (60.36)	\$ 138.45	\$ (1,020.61)	\$ (102.82)	\$ 50,945.05
November 30, 2023	\$ 50,945.05	\$ -	\$ 50,945.05	\$ (58.73)	\$ 74.01	\$ 2,996.95	\$ -	\$ 53,957.28
December 31, 2023	\$ 53,957.28	\$ -	\$ 53,957.28	\$ (61.99)	\$ 375.63	\$ 2,021.20	\$ -	\$ 56,292.11
January 31, 2024	\$ 56,292.11	\$ -	\$ 56,292.11	\$ (64.68)	\$ 19.14	\$ (39.32)	\$ -	\$ 56,207.26

Cambridge Community Library Fund	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addn's/Withd rawl	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/Losses	Ending Market Value
January 31, 2023	\$ 52,481.23	\$ 50,000.00	\$ 50,000.00	\$ (19.97)	\$ 8.70	\$ 2,492.50	\$ -	\$ 52,481.23
February 28, 2023	\$ 51,233.23	-	\$ 52,481.23	\$ (60.59)	\$ 57.72	\$ (1,245.13)	\$ -	\$ 51,233.23
March 31, 2023	\$ 51,910.70	-	\$ 51,233.23	\$ (59.02)	\$ 214.24	\$ 522.25	\$ -	\$ 51,910.70
April 30, 2023	\$ 52,238.06	-	\$ 51,910.70	\$ (60.97)	\$ 61.11	\$ 767.04	\$ (439.82)	\$ 52,238.06
May 31, 2023	\$ 51,592.40	-	\$ 52,238.06	\$ (60.10)	\$ 62.15	\$ (647.71)	\$ -	\$ 51,592.40
June 30, 2023	\$ 53,416.92	-	\$ 51,592.40	\$ (59.36)	\$ 327.96	\$ 1,555.92	\$ -	\$ 53,416.92
July 31, 2023	\$ 54,651.59	-	\$ 53,416.92	\$ (61.45)	\$ 20.50	\$ 1,275.63	\$ -	\$ 54,651.59
August 31, 2023	\$ 53,662.61	-	\$ 54,651.59	\$ (62.76)	\$ 67.12	\$ (993.34)	\$ -	\$ 53,662.61
September 30, 2023	\$ 51,990.40	-	\$ 53,662.61	\$ (61.56)	\$ 168.54	\$ (1,792.76)	\$ 13.58	\$ 51,990.40
October 31, 2023	\$ 50,945.05	-	\$ 51,990.40	\$ (60.36)	\$ 138.45	\$ (1,020.61)	\$ (102.82)	\$ 50,945.05
November 30, 2023	\$ 53,957.28	-	\$ 50,945.05	\$ (58.73)	\$ 74.01	\$ 2,996.95	\$ -	\$ 53,957.28
December 31, 2023	\$ 52,481.23	-	\$ 53,957.28	\$ (61.99)	\$ 375.63	\$ 2,021.20	\$ -	\$ 52,481.23

CCL Board of Trustees

The CCL operates under a Board of Trustees. There are five (5) Board members. Board members are selected and serve three-year terms. The CCL Board of Trustees operates under the following By-Laws:

BY-LAWS CAMBRIDGE COMMUNITY LIBRARY BOARD

Article I

Identification & General Powers

Section 1. The Library Board of the Cambridge Community Library of the Village of Cambridge, shall be appointed and constituted as provided in the Wisconsin State Statutes, Chapter 43. The Library Board shall exercise such powers as are given to it in said Chapter; shall audit and approve all expenditures with a copy to be forwarded to the Village Board; shall appoint the librarian and prescribe the duties and compensations.

Article II

Meetings

Section 1. Meetings of the Library Board shall be held at the Cambridge Community Library, or in the Amundson Community Room. Meetings may also be held virtually, to accommodate public health concerns or other extenuating circumstances.

Section 2. Monthly meetings of the Board shall be held. Four of the monthly meetings shall be designated as quarterly meetings, when, in addition to other matters which may properly come before the Board:

- February receive the annual report of the librarian, with recommendations;
- May — make recommendations to the Village Board for the appointment of members of Library Board to take the place of those whose terms expire in July;
- July — elect new officers;
- October adopt a budget to be submitted to the Village Board with such recommendations and information as may be proper.

Section 3. Special meetings of the Library Board may be called by an officer of the Board, whenever they may be necessary, or at the written or email request of two or more members; but only such business shall be transacted at special meetings as shall be mentioned in the call. Special meetings may be called on twenty-four (24) hours' notice, either in writing or by telephone or email.

Section 4. At the ordinary monthly meetings, three (3) members of the Library Board shall constitute a quorum. At the Quarterly meetings designated in Section 2, no business shall be transacted unless a supermajority of four (4) Board members are present. The Board consists of five (5) appointive members, and for such quarterly meetings, three (3) members shall be necessary to constitute a quorum.

- After approval of the library budget, the Library Board retains the exclusive control of the expenditures & operating budget.

Section 5. The order of business at all meetings of the Library Board shall be as follows:

- a. Roll Call/Call to Order
- b. Introduction of Guests
- c. Public Input
- d. Secretary's Report
- e. Director's Report
- f. Treasurer's Report
- g. Village Report
- h. Friends of the Library Report
- i. School District Report
- j. Old Business
- k. New Business
- l. Set Date & Adjourn

Article III

Section 1. The officers shall consist of the four following roles:

- President
- Vice president
- Secretary
- Treasurer

These four officers shall be elected at the July quarterly meeting and shall serve for a minimum of a two (2) year term from the time of their election; but all officers shall hold their position until their successors are elected.

Section 2. The duties of the officers shall be those usually exercised by such officers.

- The President shall preside at the meetings of the Board, and present to the meeting, either in writing or verbally, an agendum containing the matters which, in their opinion, should come before the Board at each meeting; shall appoint committees, unless otherwise prescribed; and between meetings of the Board shall have general supervision of Library affairs.
- In the absence of the President, the Vice-President will conduct the meetings.
- The Secretary shall keep a minute book in which shall be copied the minutes of each meeting and any other books prescribed by the Board.
- The Financial Secretary, or Treasurer, shall be the disbursing officer of the Board, cosign checks, and shall perform such duties as are generally associated with that office. In the absence of the Treasurer, their duties shall be performed by such other members of the Board as the Board may designate. In the absence of the President and Vice-President, the Treasurer or Secretary will preside at Board meetings.
- The Village Clerk shall be responsible for the disbursement of all accounts payable and payroll as indicated by the CCL Board.
- A trustee resigning from the CCL Board before their term has expired is requested to submit letters of resignation to the CCL Board President or Library Director at least one month prior to resignation.

Section 3. Standing committees and special committees may be appointed by the president or chosen by the Board, and their duties shall be such as are prescribed in the resolution under which they are appointed or elected.

Article IV

Section 1. These By-Laws may be amended or repealed annually at the January meetings of the Library Board, but only by a majority vote of the members of the Board.

Revised: 1999

Adopted: 01/05/2000

Revised: 2005

Ad opted : 02/2005

Revised : 2016

Adopted 01/04/2016

Revised: 2022

Adopted

:

Cambridge Community Library Board of Trustees

The Cambridge Community Library operates under a Board of Trustees. There are five (5) Board members. Board members are suggested to the Village of Cambridge Board, by the current Library Board, and are appointed by the Village of Cambridge Board. The Cambridge Community Library Board of Trustees operates under the following by-laws:

CAMBRIDGE COMMUNITY LIBRARY BOARD

BY-LAWS

Article I

Identification & General Powers

Section 1. This organization shall be called "Cambridge Community Library Board of Trustees" (the "Library Board") existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Section 2. The Library Board shall audit and approve all expenditures with a copy to be forwarded to the Village Board. After approval of the library budget, the Library Board retains the exclusive control of the expenditures & operating budget.

Section 3. The Library Board shall appoint a qualified Library Director who shall be executive and administrative officer of the Library on behalf of the Library Board and under its review and supervision. The Library Director will be responsible for the hiring, direction, and supervision of staff, the care and maintenance of property, ensuring an adequate selection of books and materials, maintaining effective and efficient Library service to the public, and for the Library's financial operation within the limitations of the budgeted appropriation. The Library Director shall report to the Library Board at regular meetings regarding performance of these duties, including hiring or promotion of staff, financial condition and expenditures, significant operational issues or concerns, and special initiatives or activities of the Library.

Section 4. Trustee appointments shall be for three years. After completion of one full term, a trustee may be reappointed for two additional terms.

Section 5. A trustee may resign by giving notice to the Library Board president, who shall advise the Library Board of such resignation. When a resignation occurs, a replacement trustee shall be appointed to fill the unexpired term. He/she is eligible for reappointment to two additional three year terms.

Section 6. Trustees shall be allowed three (3) absences from regular meetings within a calendar year. Trustees are expected to notify the Library Director when he/she must miss a meeting. When a trustee's absences exceed the stated allowance, the member may be considered for removal from the Library Board.

Section 7. A trustee may be removed by a majority vote of the Village of Cambridge Board of Trustees. A proposal to remove a trustee may be made to the Village Board by the Library Board Representative (on the Library Board), the Library Director, or by a majority of the Library Board. In addition, a liaison trustee shall be automatically removed if that individual ceases to be affiliated with the liaison organization.

Article II

Meetings

Section 1. All Library Board meetings shall be held in compliance with Wisconsin's open meetings law (Wis. Stats. Sections 19.81 to 19.98).

Section 2. Proceedings of all meetings shall be governed by *Robert's Rules of Order*, except when in conflict with these by-laws.

Section 3. Regular meetings shall be held each month at Cambridge Community Library or in the Amundson Community Room. Meetings may also be held virtually, to accommodate public health concerns or other extenuating circumstances.

Section 4. Meeting agendas and notices shall indicate the time, date, and place of the meeting, and shall indicate all subject matters intended for consideration at the meeting.

Section 5. Four of the monthly meetings shall be designated as quarterly meetings, when, in addition to other matters which may properly come before the Library Board:

- February – to receive and approve the annual report of the Library Director
- May – to make recommendations to the Village Board for the appointment of members of the Library Board to take the place of those whose terms expire in July
- July – to elect new officers
- October – to adopt a budget to be submitted to the Village Board with such recommendations and information as may be proper

Section 6. Special meetings of the Library Board may be called by an officer of the Library Board, whenever they may be necessary, or at the written or email request of two or more members; but only such business shall be transacted at special meetings as shall be mentioned in the call. Special meetings may be called on twenty-four (24) hours notice, either in writing or by telephone or email.

Section 7. At the ordinary monthly meetings, three (3) members of the Library Board shall constitute a quorum; but at the quarterly meetings designated in Section 5, no business shall be transacted unless a majority of the Library Board is present. For such quarterly meetings, four (4) members shall be necessary to constitute a majority.

Section 7. The order of business at all meetings of the Library Board shall be as follows:

- a. Roll Call/Call to Order
- b. Introduction of Guests
- c. Public Input
- d. Monthly Reports
 - a. Approval of Previous Meeting Minutes
 - b. Director's Report
 - c. Monthly Stats & Reports
- e. Treasurer's Report
 - a. Monthly Expenses
 - b. Petty Cash Reconciliation
 - c. SCLS Foundation
- f. Village Report
- g. Friends of the Library Report
- h. School District Report
- i. Committee Reports
- j. Action Agenda
 - a. Policies
 - b. Old Business
 - c. New Business
- k. Next Meeting Date & Future Agenda Items
- l. Adjourn

Article III

Officers

Section 1. The officers shall consist of a president, secretary, and a treasurer. The three officers shall be elected at the July quarterly meeting and shall serve for a minimum of a two (2) year term from the time of their election; but all officers shall hold their position until their successors are elected.

Section 2. The duties of the officers shall be those usually exercised by such officers.

Section 3. The president shall preside at the meetings of the Library Board, and present to the meeting, either in writing or verbally, an agendum containing the matters which, in his/her opinion, should come before the Library Board at each meeting; shall appoint committees, unless otherwise prescribed; and between meetings of the Library Board shall have general supervision of library affairs.

Section 3.1. In the absence of the president, the treasurer or secretary will conduct the meetings.

Section 4. The secretary shall keep a true and accurate record of all meetings of the Library Board, shall issue notice of all regular and special meetings, and shall perform other duties as are generally associated with that office.

Section 5. The Treasurer, shall be the disbursing officer of the Library Board, 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.

Section 5.1. The Village Clerk shall be responsible for the disbursement of all accounts payable and payroll as indicated by the Library Board.

Section 6. A trustee resigning from the Library Board before his/her term has expired is requested to submit a letter of resignation to the Library Board president at least one month prior to resignation.

Section 7. Standing committees and special committees may be appointed by the president or chosen by the Library Board, and their duties shall be such as are prescribed in the resolution under which they are appointed or elected.

Article IV

Amendments and Review

Section 1. These by-laws may be reviewed at least annually at the January meeting of the Library Board.

Section 2. The by-laws may be amended by the majority vote of the Library Board provided that written notice of all proposed amendments is provided to trustees at least five days prior to the meeting at which such amendment is proposed.

Revised: 1999
Adopted: 01/05/2000
Revised: 2005
Adopted: 02/2005
Revised: 2016
Adopted: 01/04/2016
Revised: 2022
Adopted: 2022
Revised: 2024
Adopted:

Appropriate Library Use Policy

Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52 (1) the Cambridge Community Library Board of Trustees may enact regulations that serve to ensure that library facilities are safe, welcoming and provide equitable access to materials and services to all library users.

The following policy for appropriate library use has been adopted for the comfort and protection of the rights of all those using and working within the Cambridge Community Library.

We strive to provide a welcoming and comfortable atmosphere so that people of all ages may read, browse, do research, play, study and engage in library programming. Our children's area is a key part of our library, and we encourage the development of lifelong enjoyment of the library and learning while visiting. For this reason, a more casual atmosphere and higher noise level may be experienced when children are present in the library. The level of appropriate noise may fluctuate throughout the day, due to our open floor plan. Those using public computers can expect at certain times of the day, a work environment similar to a coffee shop. Headphones are available at the desk upon request, or personal earbuds/headphones may be utilized while working at our computers if desired. Those seeking a more quiet work environment are encouraged to use our Quiet Reading Room, or reserve one of our two other available rooms. Tables, outlets, and comfortable seating are available for laptop users in any of the spaces mentioned above.

Inappropriate Behaviors

Inappropriate behavior includes any activity that:

- interferes with library operations
- damages the building or furnishings inside or outside the building
- or includes any instances of disrespectful, profane, or threatening language

Behaviors and activities listed below are not permitted inside the library because they fall within one or more of the inappropriate behaviors previously stated. This includes, but is not limited to:

- Any act that constitutes a criminal offense under federal, state or local law.
 - This may include, but is not limited to: theft, assault, arson, indecent exposure, consumption of illegal drugs, or damaging property of the library or of library users.
- Disorderly conduct
 - Which may include, but is not limited to: fighting, violent or seriously disruptive behavior, threatening or intimidating staff or other library patrons, continuous use of profanity or threatening language
- Harassing or Stalking staff or other library patrons
 - Including (but not limited to) recording or photographing any person after being asked to desist, engaging in conduct such as staring or making gestures, that

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would cause a reasonable person to fear for their safety or feel distressed, harassed or uncomfortable.

- Running, jumping, or potentially hazardous movement throughout the building
- Consumption, possession, distribution, selling or being under the influence of alcoholic beverages or controlled substances
- Smoking or use of other tobacco products
 - This includes (but is not limited to): cigarettes, e-cigarettes, vapes, cigars, chew, dip or other tobacco products.
- Carrying weapons of any kind
- Soliciting
 - This can include: signatures on a petition, for donation, or distributing materials at the library without prior approval, as well as, selling, surveying, distributing written materials, panhandling, or canvassing for political, religious or charitable purposes inside the library building, in the vestibule or doorway of the building.
- Bringing animals or pets inside the library
 - Exceptions include animals contracted by the library for programming, or service animals defined by federal and state law.

Food and Drink in the Library

Food and drinks are allowed inside the library within reason. All food and drinks allowed at library programming is at the discretion of the Library Director.

- Non-alcoholic drinks with secure lids are allowed anywhere inside the library, but extra caution is required around public computers.
- Snack items are permitted anywhere in the library. Please be sure to dispose of trash in the proper receptacles when finished.

Children and Vulnerable Adults in the Library (includes Unattended Minors policy)

Cambridge Community Library welcomes all members of the public to use our space and materials. Parents, guardians, and caregivers should note that there are risks associated with leaving children or vulnerable adults* unattended in the library. Library staff does not, and cannot act as caregiver, baby-sitter or responsible party to unattended children and vulnerable adults. All patrons who enter and use the library are expected to follow the appropriate behaviors, including children and vulnerable adults.

In order to maintain an enjoyable experience, and reduce the risk to children and vulnerable adults, the following guidelines can be observed:

- Responsibility for the safety and well-being of every child or vulnerable adult using the library rests solely with parents, guardians or caregivers. Library staff never assume responsibility under any circumstances.
- Children age six (6) and under must be attended at all times by a responsible caregiver, guardian or parent. That person must be at least 12 years old.

- Children age seven (7) or older, and vulnerable adults who can understand and follow appropriate behavior policies, are welcome in the library unattended. Contact information for a responsible adult or teen (to provide assistance, if needed) is highly encouraged.
- Children cannot remain at the library after closing. If a child (under 18) is left alone at the library after closing, parents, guardians or caregivers will be contacted. If a responsible party is not able to be contacted, or if the child is not picked up within 15 minutes after closing, library staff will contact law enforcement to assume responsibility for the child.

*For the purposes of this policy, the definition of a vulnerable adult is an individual aged 18 or older, who because of a mental or physical impairment, is unable to protect themselves from abuse or exploitation by others.

Consequences of Non-Compliance of the above mentioned policies and guidelines

Violations of this Appropriate Behavior Policy (and other library policies) will result in increasing levels of action.

- Staff will issue a first warning -in most violations of this policy, staff will warn the patron of the inappropriate behavior, perhaps providing them with a copy of this policy.
- Staff will issue a second warning - in most violations, staff will warn the patron one more time of the inappropriate behavior.
- Staff will ask the patron to leave for the rest of the day - in most violations of this policy, staff will request the patron to leave for the rest of the day, following up to two warnings.
- Patrons will have temporary or permanent loss of library privileges - the severity of the violation will determine if the patron loses privileges temporarily or permanently. A serious violation or repeated violations, or a violation where the police are contacted may result in longer or permanent loss of library privileges. That determination is made by the Director.
- Law enforcement involvement - in some violations of this policy, library staff are instructed to call law enforcement, in particular when the inappropriate behaviors are dangerous. Library staff are also instructed to contact law enforcement for any behaviors that violate state, federal or local ordinances. Library staff are also instructed to call law enforcement if patrons who have been asked to leave for the day, refuse to do so, or if someone who has lost library privileges refuses to leave the library.

Any individual who has lost library privileges either temporarily or permanently, may appeal the decision to the Library Board of Trustees, who will review the situation at their next scheduled meeting. The appeal must be made in writing, and submitted to the Library Director, to be given to the President of the Library Board of Trustees. Appeals may be mailed to: Cambridge Community Library, ATTN Library Board of Trustees, PO Box 490, Cambridge, WI 53523. They must be sent within 30 calendar days of the date the loss of privileges was issued. The decision of the Library Board of Trustees is final.