

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
March 13, 2024
6:30 PM

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

Call to Order: President Trendel called the meeting to order at 6:30 PM.

Introduction of Guests: None

Public Input: None

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 Martin. Discussion. Director Seeman indicated that the 2024 budget will be updated and the last column of the 2024 budget is currently zeroed out. There is no SCLC Foundation Report month. Director Seeman noted that in the Gift/Donation/Monies Received section there is a comma missing for the Jefferson County reimbursement. The amount should be documented as \$100,100. The new Library Assistant has started. Director Seeman is offering a position to a Page applicant this week. 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. The labor report is missing from the packet. It should not be published publicly. Director Seeman will ask the Village Treasurer if the 2024 Budget can be added to the Statement of Revenue & Expenditures Report in another column. Roll call vote. Treasurer report approved.

Village Report: There will be Memorial Day events in the community. Fire/EMS has a lot to work on. A crematorium has been given approval for a conditional use permit. It will be located behind the new Kwik Trip. Kwik Trip will be built this year. Two more sets of apartments will be built by the Winery development.

Friends of the Library Report: March membership drive is going on. April 9 is the Chocolate Friendly. The library will close one hour early for the event. The Friends are looking at food truck vendors for the Art & Craft Fair.

School District Report: The District Technology Administrator position has been filled. Spring break is coming up.

Actions Agenda:

Policies

1. Naming Rights Policy Draft Review & Approval-Change committee to Library Board in Section 3 B. Reworked verbiage in Section 3 A. Trustee Hollenbeck made a motion to approve the policy contingent of edits made, seconded by President Trendel. Discussion. Voted. Approved.
2. Art/Display Policy Review-Will review updates at next month's meeting.

Old Business

1. Trustee Bylaws Approval-Director Seeman made all the changes that were discussed. Trustee Redington made a motion to approve the Trustee Bylaws, seconded by Trustee Hollenbeck. Discussion. Voted. Approved.
2. Annual Report 2023-The copy of the annual report is in the board packet.

New Business

1. Friends of the Library Friendly Event-April 9 at 6:30pm. The library will close one hour early for the event.
2. Adjacent County Reimbursements-President Trendel and Director Seeman signed that we would approve Dane County requesting funds from counties for reimbursement.
3. Board Policy Writing Retreat-The board will look at policies that need updating. Specific policies include: Collection Management, Book Challenging, Donations and Confidentiality. It will occur 3/30 at 9:30am in the Senior Room.
4. Donations and Gifts-\$500 donation was received from Shirley Rucks.

Upcoming meetings:

3/30/24 9:30 AM-Policy Writing Retreat

4/10/24 6:30 PM-next monthly library board meeting.

Trustee Martin made a motion to adjourn, seconded by Trustee Hollenbeck at 8:10 PM.

Approved.

Submitted by Kristin Martin

Corrections made per CCL Board Meeting 4/10/24 on 4/17/24 by Kristin Martin