

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

**Present/RollCall:** Jennifer Trendel, Kristin Martin, Samantha Seeman, Jennifer Simdon Budewitz, and Cari Redington

**Call to Order:** President Trendel called the meeting to order at 6:37 PM.

**Introduction of Guests:** None

**Public Input:** None

**Approval of Monthly Reports:** Trustee Martin 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. 3/13/24 and 3/30/24 minutes need corrections to be made and will be resubmitted. It's National Library Week. Cake will be served 4/12/24 at 3 PM. Director Seeman highlighted that DCLS partnered with the American Players Theater for a pilot program that will give vouchers to our patrons to checkout. There will be a very limited amount. Monthly reports approved.

**Approval of Treasurer's Report:** Trustee Martin made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Simdon Budewitz. Discussion. The phone bill came late this month so the expense report was updated and a new report was distributed. The Budget Comparison has now been updated and is no longer zeroed out. Roll call vote. Treasurer report approved.

**Village Report:** None

**Friends of the Library Report:** Last night was the Chocolate Friendly. The group has been discussing the return of the Books At Home program. They are also looking at parameters for accepting book donations.

**School District Report:** 4th quarter has started. The schools are doing standardized testing.

**Actions Agenda:**

**Policies**

1. Art/Display Policy-Final (Approved @ Retreat)
2. Confidentiality Policy-Final (Approved @ Retreat)-Director Seeman will add the revision date.

3. Gifts and Donations Policy-Draft based on notes from Retreat-Trustee Redington made a motion to approve the Gifts and Donations Policy, seconded by President Trendel. Discussion. Voted. Approved. Director Seeman will add the revision date.
4. Collection Development and Management Policy-Trustee Martin made a motion to approve the Collection Development and Management Policy, seconded by Trustee Simdon Budewitz. Discussion. Vote. Approved.
5. Materials Challenge Process and Form-Draft based on notes from Retreat. Trustee Redington made a motion to approve the Materials Challenge Process and Form, with revision of adding an approved date, seconded by Trustee Martin. Discussion. Vote. Approved.

### **Old Business**

1. Foundation Grant-We received \$5700 for the maker's space furnishings. The Board will write a thank you letter.
2. Hiring Update-The new Library Assistant is doing a great job. She is working on creating teen and adult programming. The new Page has started.

### **New Business**

1. All Director's Meeting Updates-SCLS is looking at their 2025 budget and looking to add services. Delivery is in their new facility. They are assessing delivery stops and working on staffing issues.
2. Banker's Window/Drawer-The drawer mechanism is dead. It is too customized to replace. It wasn't built for heavy books. A manual lever was made, but it doesn't have total functionality. The staff are using their staff door to give items. The repair guy is looking into a new motor, but it is not feasible. The counter will need to be ripped out. Director Seeman will start looking for estimates.
3. SCLS Evaluation Vendor Demos-They are researching new library software and will be having demos.
4. Donations and Gifts-See Old Business #1.

President Trendel made a motion to go into Closed Session, seconded by Trustee Martin. Vote. 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.

( c)Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

### **Reconvene into Open Session**

5. Possible Action Taken on Closed Session Items-Director Seeman will follow up and report back.

### **Upcoming meeting:**

5/8/24 6:30 PM-next monthly library board meeting.

President Trendel made a motion to adjourn, seconded by Trustee Redington at 8:45 PM. Approved.

Submitted by Kristin Martin