

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

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

Call to Order: President Trendel called the meeting to order at 6:34 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 Hollenbeck. Discussion. Statistics are missing from the packet due to the library's busy schedule and will be added to next month's packet. Tracy Miller, from SCLS, came to visit Director Seeman and is happy with all her 1st year progress. She expressed that Director Seeman needs to be diligent with weeding, especially non-fiction. Tracy will help troubleshoot how to deal with the Local History Room. They are checking with the Historic School Museum to see if they have a volunteer that can help scan the old yearbooks. Tracy is concerned that the current Library Board is only composed of a 5 person board. By statute, we can have a 7 person board. SCLS is available to come to a Village Board meeting to explain the positivity of this. Director Seeman spoke with Shawn Brommer, from SCLS, about the strategic plan. A digital survey will be sent to the Library Board members. It will need to be completed by July 31, 2024. Shawn and Director Seeman will prepare a report for the August meeting. There will be a patron survey August 15-September 15 that will be physical and digital. Shawn will update plans and will send the plan for approval at the October meeting. The report will then go to SCLS for graphic work designing. The file plan will be presented and published in November. The board needs to start looking at the 2025 Budget. June had 43 new library cards issued. Vote. Approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Redington. Discussion. A new expense sheet was handed out at the meeting with updated adjustments. Petty Cash Report is included in the Monthly Expenses, but the Board did not receive a paper report. Roll call vote. Treasurer report approved.

Village Report: August 13, 2024 Village Board Meeting is canceled due Election Day.

Friends of the Library Report: The book sale is the 1st Friday and Saturday of August. The FOL is looking for volunteers and baskets for the raffle.

School District Report: None

Actions Agenda:

Old Business

Trustee Hollenbeck made a motion to **Convene into Closed Session** per 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion was seconded by Trustee Martin. Discussion. Roll call vote.

Approved. 7:11 PM

Trustee Redington made a motion to reconvene into an Open Session, seconded by Trustee Hollebeck. Discussion. Roll call vote. Approved. 7:25 PM

1. Possible Action Taken on Closed Session Items-None

New Business

1. Bilingual Collection/Flynn Donation Update-Director Seeman is on pace with the project. She has a full cart of Spanish bilingual fiction books. She's looking at non-fiction sets to add to the collection. Director Seeman is meeting with the cataloger to make a plan of action to get out all at once. Looking at unveiling the collection in the fall. The new collection will be housed in the old Children's movie section. Director Seeman is looking at phasing in other languages, with possibly adding Hmong for the 50 year anniversary of the 1st Laos Refugees next year.
2. Battery Recycle Project-The library will wean recycling services and will point to services in Dane County. These services are already tax funded.
3. Non-Fiction Weeding Project-Our collection is extremely outdated information. Need to look at content versus check out. Trustee Hollenbeck made a motion to use reserve funds, not to exceed \$5000, to replace weeded Non-Fiction books that are outdated. Motion seconded by President Trendel. Discussion. Roll call vote. Approved.
4. Donations and Gifts-Lions Club donated \$500. Donation was received from David and Randi Thorson.

Upcoming meeting:

8/14/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Redington at 8:12 PM. Approved.

Submitted by Kristin Martin

