

**Cambridge Community Library**  
**Board of Trustees Monthly Meeting Minutes**  
**February 26, 2025**  
**6:30 PM**

**Present/Roll Call:** Jennifer Trendel, Kristin Martin, Samantha Seeman, Paula Hollenbeck, Jennifer Simdon Budewitz, Matthew Gausmann and Deborah Brown. Cari Redington absent-excused.

**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 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 Brown. Discussion. Library Assistant, Stephanie, is leaving and Director Seeman has started the hiring process. She has received 14 applications so far. One has an interview scheduled for next week with more to come. In-house statistics aren't complete. Will receive an updated version next month. Vote. Approved.

**Approval of Treasurer's Report:** Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Brown. Discussion. Village Treasurer, Lucy, will have Workhorse updated for next month. The SCLS Foundation Report will be distributed at next month's meeting due to not being received on time. We will add the amount of monthly expenses paid for January next month. Roll call vote. Treasurer report approved.

**Village Report:** Spring Water Alley may be redone. The Village Board approved renaming it to Spring Water Street in February. The community room will have the tile floors replaced with carpeting and the walls will be repainted.

**Friends of the Library Report:** The annual meeting was 2/13/25. The Chocolate Friendly will be 4/10/25 at 6:30 PM in the library. The library will close at 6:00 PM for the event. The Membership Drive will take place in March. Director Seeman and Trustee Brown spoke with the FOL Board regarding the bylaws. Trustee Brown indicated that Enbridge is looking to help in the community, along with Koshkonong Solar.

**School District Report:** The school district has hired a firm for the Superintendent search. 2 wrestlers are moving forward to State.

**Action Agenda:****Policies**

1. Collection Development and Maintenance policy review- No action needed.
2. Reconsideration of Materials-No action needed.
3. Trustee Bylaws (final edits)-Trustee Hollenbeck made a motion to approve and adopt the revised bylaws, seconded by President Trendel. Discussion. Vote. Approve.

**Old Business**

1. Policy Retreat: Employee Handbook reschedule-4/23/25 at 6:00 PM
2. Narcan in the Library-Director Seeman is looking to go through Safer Communities. They will supply the kits. It will be a "help yourself" kit. They also offer training.
3. Annual Report Progress-The annual report is complete and has been sent in.
4. Drive-Up Window Update-Vogel Brothers took measurements and pictures of the drive-up and book return. They gave a very rough estimate of \$15,000-\$18,000 for the window. They will give a separate estimate for the book return. Public Works came to look at the water issue. They think it's stemming from the hot water heater. The hot water was turned off and the tank was shocked. Water now comes out clear and without an odor. Boiler inspection had some issues. Harker will come to fix it

**New Business**

1. 10 Year Anniversary-Looking to have an ice cream social in August paired with an end of summer program.
2. Donations and Gifts/Thank You Notes-No donations or gifts. The Board signed thank yous for last month's donations and gifts.

**Upcoming meetings:**

3/12/25 6:30 PM-Library Board Meeting

4/9/25 6:30 PM-Library Board Meeting

4/23/25 6:00 PM-Policy Retreat

Trustee Martin made a motion to adjourn, seconded by Trustee Hollenbeck at 7:44 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin

