

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
July 9, 2025
6:30 PM

Present/Roll Call: Jennifer Trendel, Kristin Martin, Samantha Seeman, Cari Redington, Pamela Schmitt, Robin Kantzler and Matthew Gausmann.. Absent & excused-Jennifer Simdon Budewitz

Call to Order: President Trendel called the meeting to order at 6:33 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 Kantzler. Discussion. Library traffic was down in June due to roadwork, but overall a 6% increase from last year. Vote. Approved.

Approval of Treasurer's Report: Trustee Martin made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation, seconded by Trustee Gausmann. Discussion. Trustee Redington reported \$22,282.80 in monthly expenses for the month of June. The Budget Comparison Report was distributed at the meeting. We are half way through the year and the budget is looking good. Some areas are over budget and the Board will need to reassess when working on next year's budget. Roll call vote. Treasurer report approved.

Village Report: Lisa Moen's last day was 7/5/25. Lucy will be replacing her. The Village will be looking for her replacement.

Friends of the Library Report: The book sale is August 1&2. They will be raffling off a signed Green Bay Packer football.

School District Report: Superintendent Cramer has started.

Action Agenda:

Policy

1. Rainy Day Policy-Table until next month. We need to have a policy if we have a reserve fund.
2. Policy Audit-Director Seeman started populating a template.
3. Review of Donations Policy/Memorial Recognition-Discussed.

Old Business

1. Employee Handbook-Deerfield Library is a work in progress. It has been uploaded to our google drive.
2. Emergency Plan-7/7/25 there was a walk through. It was recommended to focus on staff training and signage. Do regular drills with staff during training days. EMS team will walk through in September.
3. Ice Cream Social-8/15/25 at 3:30 PM. Looking for help from Board members . Will be serving pre-packaged ice cream treats to celebrate the library building turning 10 years old.

New Business

1. Nominations-President Trendel's present term ends this year. July is our election month according to our bylaws. Trustee Gausmann made a motion for President Trendel to remain in place until next July, seconded by President Trendel. Discussion. Accepted. Vote. Approved. President Trendel has been elected for a one year term.
2. Trustee Training Week-Takes place in August. Director Seeman will get more information and send it to the Board. This is recommended, not required.
3. Budget 2026-A small committee will form to work on the budget and bring to the full board. The established committee is President Trendel, Trustee Redington, Director Seeman and Trustee Gausmann.
4. Donations and Gifts/Thank You Notes-The Friends of the Library donated \$455.40 for the AED machine and pads. The Cambridge Lions Club donated \$500 via annual check.

Upcoming meeting:

8/13/25 6:30 PM-Library Board Meeting

Looking forward:

8/15/25 Ice Cream Social 3:30 PM

Trustee Redington made a motion to adjourn, seconded by Trustee Gausmann at 7:49 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin