

**Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
June 12, 2024
6:30 PM**

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

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 Hollenbeck. Discussion. There is an ongoing issue that Director Seeman is keeping an eye on with the police department and public works department. Will give updates as needed. SCLS is paying for cyber training for staff. Training will start soon. Director Seeman is working on her continuing education for her library credentials. 8/19/24-8/23/24 is Trustee Training Week. Vote. 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. Trustee Redington found an incorrect item in expenses. It will be fixed for next month. May petty cash should be \$82.06 not \$80.29. Roll call vote. Treasurer report approved.

Village Report: Last weekend was Fire Fest. Chicken statue will go by Badger Bank. More condos are being built by the Winery. Kwik Trip is hoping to open in October.

Friends of the Library Report: Home book delivery service will relaunch in January. The FOL gave the library \$250 for SLP prizes. Director Seeman is getting quotes for YA couches to present to the FOL.

School District Report: School finished last Wednesday. Summer School started on Monday.

Actions Agenda:

Old Business

1. Strategic Plan Updates-Shawn Brommer would like to see an updated survey done this summer to see where the community sits with needs. She will come to a future board meeting to present the survey findings and present a final strategic plan.

2. APT Follow-Up Update-4 vouchers were claimed right away for May. Positive feedback of the offering. 4 more vouchers will be available for July.

New Business

1. Mid Year Financial Report-Only 3 accounts are at or above the % budgeted amount. Public Relations \$263, but we received \$500, which puts us more on track. Janitorial and Misc categories are getting high, but the Phone category is very high. Building Maintenance and Repairs need additional services throughout the year. We will be keeping an eye on this. Subscriptions and Periodicals need to be watched. Travel & Training-In July, staff can apply for grants through SCLS.
2. Emergency Procedures-Looking at working on policies for emergencies. Looking at making kits for emergencies. Working on creating maps. Director Seeman has the passcode for the alarm system now.
3. Summer Library Program-Redesigned to be inclusive for all ages. Bingo for adults-one for each month. Kids and teens have task lists.
4. Makerspace Update-Deb from SCLS visited. She's gathering costs for fixing the YA furniture. She will help price and design the makerspace area.
5. Staff Evaluations-Discussed how often to have staff evaluations. Director Seeman will make a list of key performance points. Evaluations will be at Director's discretion. Director Seeman would incorporate the evaluations with a staff development day. Next month, the board will go into Closed Session for Director Seeman's evaluation.
6. Donations and Gifts-The FOL gave \$425 for the June 6 entertainment. The Historical School Museum paid \$200 for the a-frame shelving unit.

Upcoming meeting:

7/10/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by President Trendel at 7:48 PM.
Approved.

Submitted by Kristin Martin