

**Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
September 11, 2024
6:30 PM**

Present/Roll Call: Jennifer Trendel, Kristin Martin, Samantha Seeman, Jennifer Simdon Budewitz, Cari Redington, Paula Hollenbeck (late-excused)

Call to Order: President Trendel called the meeting to order at 6:33 PM.

Introduction of Guests: None

Public Input: None

Trustee Redington made a motion to move Old Business-Budget 2025 to the final action item, seconded by President Trendel. Vote. Approved. Notes below.

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. Director Seeman highlighted YTD check-outs are higher than last year. SCLS is beta testing 2 new dashboards. Discussed doing a yearly report for library patrons to show a snapshot of library usage. Vote. Approved.

Approval of Treasurer's Report: Trustee Simdon Budewitz made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation and all monthly expenses reviewed for the previous month totaling \$20,302.22, seconded by President Trendel. Discussion. The SCLS Foundation Report will be added to next month's board packet. Roll call vote. Treasurer report approved.

Village Report: None

Friends of the Library Report: The FOL gave the library \$225 for the upcoming Halloween party. The Books at Home program will kick off again in 2025. The group is going to create a book sale committee to come to the library 1-2 times per month to sort books, from donations, for storage. The FOL is committing a one-time donation of \$11,000 to help supplement the library budget. This is in addition to \$1,000 for the ABC Collection (audiobook rotation).

School District Report: Homecoming game and parade is 10/4/24. Homecoming dance is 10/5/24.

Action Agenda:

Old Business

1. Library Board Expansion-Our current Library Board is not in compliance with the State for Dane County. We need a minimum of 5 appointed members from the municipality. The School District Representative is the only member who does not have a residency requirement. We have to fill 2 positions immediately. Director Seeman will advertise the posting and application on Facebook, website and the newspaper. The due date will be 2 weeks from that date. The Board will then interview applicants.
2. Strategic Plan-The community survey is live and is due on 9/20/24.
3. Budget 2025-Director Seeman is working with the Village for a reserved monies report. Our special reserve fund is at \$157,764. \$4,901 over budget in 2023. Projects like the drive-up window and building water issues need to be addressed. Tammy, from the Village, offered to speak with us on any question. Director Seeman is gathering costs for upcoming technology subscriptions. The board is asking the Village for the same amount as last year-\$105,000. Trustee Redington made a motion to approve the budget draft with the following edits: 510-Property Insurance \$3,500, 511-Liability Insurance \$850, 512-Worker's Compensation \$1,000 and 343-Electronics \$3,000. Motion seconded by Trustee Hollenbeck. Discussion. Roll call vote. Approved.

New Business

1. Board Re-appointment-Trustee Redington position is up for reappointment. Director Seeman will contact SCLS to see if we need approval from Jefferson County.
2. Open Page Position(s)-One Page left at the end of August. Director Seeman offered a teen volunteer the position. Tentative start date is 9/18/24.
3. Donations and Gifts-\$16 donation given.

Upcoming meeting:

10/9/24 6:30 PM-next monthly library board meeting.

Trustee Hollenbeck made a motion to adjourn, seconded by Trustee Martin at 8:56 PM. Approved.

Submitted by Kristin Martin