

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
October 9, 2024
6:30 PM

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

Call to Order: President Trendel called the meeting to order at 6:38 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. The library is closed 10/16/24 for staff development. Makerspace furniture is in and ready to be delivered. Trustee training week videos are recorded for the Board to view. Vote. Approved.

Approval of Treasurer's Report: Trustee Hollenbeck made a motion to approve: Monthly Expenses-Budget Comparison-Petty Cash Reconciliation and all monthly expenses reviewed for the previous month totaling \$18,761.84, seconded by Trustee Martin. Discussion. The August report had an error for the 240 account. It should have been \$3,458.51. The corrected total is \$20,327.22. Roll call vote. Treasurer report approved.

Village Report: The Director of Public Works left the Village. This position will not be immediately replaced.

Friends of the Library Report: Their next meeting will be 11/12/24 due to scheduling conflicts. The quilt will be on display 10/14/24 in the library. Deb obtained a Square to try out at the fair for raffle ticket sales.

School District Report: Homecoming was last week.

Action Agenda:

Old Business

1. Budget 2025-The final version of the budget, submitted to the Village is in the packet.
2. Strategic Plan-Director Seeman combined the survey results and wasn't able to meet with Shawn Brommer. Overall, the surveys were positive.
3. 2017 Foundation Grant-On 9/17/24, a \$4,000 check, that was not cashed, was reissued to the Library. It was earmarked for the smart board and was already

purchased. Looking to see how to best use the funds now. The proposal for an updated system is in the packet.

4. Board Expansion/New Trustees-There has been no interest at all as of today. The newspaper has not printed the announcement. Director Seeman is reaching out to the Jefferson County office to get Trustees Redington and Martin approved for the Board.

New Business

1. 2023 in Review Graphic(s)-Director Seeman made a year in review for our library. She will start working on 2024's version.
2. Memorandum of Mutual Accountability (Beyond the Page/Ripple Project)-The copy of the agreement is in the packet. Trustee Hollenbeck made a motion to approve the signing of the agreement, seconded by Trustee Redington. Discussion. Vote. Approved.
3. Spanish Story Time Service via Dane County-Does not make sense at this time. The Board would have to reallocate county money to partake in this.
4. Foundation Grant 2025-We need to start coming up with ideas. Stem kits were discussed. May possibly ask for drive-up window assistance. Director Seeman is looking at information about Oregon's library window. She may write 2 letters if we can get quotes for the window prior to the turn in date.
5. Donations and Gifts-\$127.10 from the donation box in the library. \$20 anonymous donation.

Trustee Hollenbeck made a motion to go into Closed Session, seconded by Trustee Martin at 8:10 PM. Discussion. Roll call vote. Approved.

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.

Trustee Hollenbeck made a motion to reconvene into Open Session, seconded by Trustee Simdon Budewitz at 8:32 PM. Discussion. Roll call vote. Approved.

Reconvened into Open Session

6. Possible Action Taken on Closed Session Items-Trustee Hollenbeck made a motion in recognition of Director Seeman's first year of service and all of the extra hours, worked for the library and covering of staff shortages, to approve a one time \$5,000 bonus to be paid out the last pay period in October 2024, seconded by President Trendel. Discussion. Roll call vote. Approved.

Upcoming meeting:

11/13/24 6:30 PM-next monthly library board meeting.

President Trendel made a motion to adjourn, seconded by Trustee Hollenbeck at 8:40 PM.
Discussion. Vote. Approved.

Submitted by Kristin Martin