

Cambridge Community Library
Board of Trustees Monthly Meeting Minutes
January 15, 2025
6:30 PM

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

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 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 Simdon Budewitz. Discussion. Protective Services has been contacted due to the fire inspection. They will determine how the system is working. Someone will be coming out to look at the AED. Heat did not work on 1/13 and 1/14. Freeze stat is part of the HVAC system. Director Seeman will call Harker to replace. Working on getting a Narcan kit and training. Director Seeman pointed out that 57.3% of our library items circulated in 2024. 2023 was 55.2%. Overdrive check-outs are up by 350. 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 \$24,251.97, seconded by President Trendel. Discussion. 1/4/25 was the date for staff increases to begin, but the Village started the increase the pay period prior. The Budget Comparison Report has issues with the Village zeroing items out. The new Treasurer, Lucy, has fixed it. Operations will be adjusted for next month to include auditor's expenses. Roll call vote. Treasurer report approved.

Village Report: Lucy is the new Treasurer for the Village. Fire Chief Blount has resigned effective 3/6/25. Village President McNally and Board Trustee Kris Bruenig are running for President. There are 3 open seats for the board.

Friends of the Library Report: The annual meeting has been moved to 2/13/25. The Friends gave Director Seeman a check for \$11,000 that they committed to. They also paid for the library's ABC Collection.

School District Report: 1st semester ends 1/24/25.

Action Agenda:

Old Business

1. Establishing a Reserve-Director Seeman is looking at types of accounts we can have control over for reserves. The board is contemplating 3-6 months of reserves. Realistically, 4 months might be the best amount. Trustee Hollenbeck made a motion that the CCL Board will establish a policy to have financial reserves equal to 4 months of expenses, seconded by Trustee Redington. Discussion. Will add to the policy retreat agenda. Roll call vote. Approved.
2. Board Expansion/New Trustees-Director Seeman has received 2 additional applicants. The board will interview them at the 2/5/25 policy retreat. The board is submitting Deb Brown to the Village for approval.
3. Policy Retreat Agenda-Interviewing board candidates. Adding reserve policy. Review and potentially add new by-laws for the Library Board and review the Friends of the Library by-laws.

New Business

1. Jefferson County Contract for Library Services-Trustee Hollenbeck made a motion to approve the contract for Jefferson County Library Services, seconded by Trustee Martin. Discussion. Vote. Approved. Trustee Redington, Trustee Hollenbeck and President Trendel will need to sign the contract.
2. Annual Report Progress-Director Seeman is gathering data and statistics. The report is due by 2/24/25. Draft is due to SCLS by 2/13/25 for review. Trustee Redington made a motion for President Trendel to review and sign the annual report with the full authority of the library board, seconded by Trustee Martin. Discussion. Vote. Approved.
3. Donations and Gifts/Thank You Notes-Donations were received from The Gould's, David Lathrop and the Friends of the Library.

Upcoming meeting:

2/5/25 6:30 PM-Policy Retreat

2/12/25 6:30 PM-Next library board meeting

President Trendel made a motion to adjourn, seconded by Trustee Hollenbeck at 7:57 PM. Discussion. Vote. Approved.

Submitted by Kristin Martin

