

Meeting Minutes – Cameron Library Board – March 31, 2025

Present: Char Tubbs, Wanda Johansen, Kathy Krug, Denise Paddock, Jeremy Tepaske, and Dawn Ayers.

Absent: Judy Erickson.

Minutes from the February 24th meeting were reviewed. Char moved to accept the minutes with a second by Kathy.

Finance Report

Checking account beginning balance: \$5,785.76; checks cashed = \$500 for the K-Band and \$679.20 for Inga Witscher. Deposits from the Friends group for these programs totaled \$1,100 for an ending balance of \$5,706.56.

Copies & faxes for February 25 through March 31 totaled \$23.95.

Expenditures

March expenditures: Barron News-Shield, \$79 for annual subscription; Baker & Taylor, \$86.20 for books; \$115, UW Madison for book lost in-transit; \$50.30, Credit Card, books for National Library Week (these will be reimbursed by the Friends group).

Char moved to accept the March, 2025 expenditures with a second by Jeremy.

Activities:

1,293 items circulated in February, 594 items were borrowed from other libraries, 715 items lent to other libraries, 8 new patrons registered, 15 items added to the collection, 468 wireless users, 373 electronic check-outs and 349 website visits.

National Library Week will take place on April 7-12. We will offer our annual book drawing and snacks during the week, all provided by the Friends group. There will also be Take and Make projects available.

Dawn attended the February Friends meeting. They continue planning the Camerama book, puzzle and plant sale, but they are not sure that Camerama is taking place. Denise informed attendees that Camerama will not take place this year. Dawn will let the Friends group know. Friends of the library members will also be approaching local businesses for our annual Summer Reading Program Prizes.

The Container Gardening virtual program mentioned at last month's meeting is coming up on April 2. Watch live to participate in the Q&A, or watch the recording later. Information to join is on our website and Facebook page.

Facility Report

Norm Yamada will come in to deal with sound system issues. He still needs to make sure the speakers in the main room of the Community Center are working. The DVD player had to be replaced; consequently, corrections need to be made to the system.

Dawn contacted Jaden about the Mosaic box in the library parking lot area. The front and back of the box are open to the elements and cables inside are exposed. Jaden contacted Mosaic. They stopped and checked the box, but haven't repaired it.

Wanda informed us that the latch on the kitchen door is still not working properly. Kathy and Denise indicated that Public Works is probably waiting to replace it since a new lock will be installed.

Old Business

The PTO policy was reviewed, using the Municipal Employee Handbook as a guide. Only the chart on page 18 of the Municipal Employee handbook, as it compares to the library's current personnel policy was addressed. Further policy discussion will take place at subsequent meetings. Dawn noted only minor differences between the policies, which should be easily addressed. To prevent oversight and assure policy compatibility, John Thompson, IFLS Administrator, is currently comparing the Municipal Handbook to the Library Policy Handbook.

To adopt the Village PTO, Wanda moved to eliminate number three (3) of the Library Personnel Policy and change the wording of number four (4) as follows:

~~3) The Director, after a six-month probationary period, is entitled to the following:~~

~~—Sick Leave—6 eight hour days within a calendar year (48 hours).~~

~~—Funeral Leave—6 Days annually (48hours).~~

~~—Vacation—10 eight hour days annually (80 hours).~~

4) *All full-time employees will be paid according to the Village PTO schedule as a guide.*

Kathy seconded the motion; motion carried.

Dawn was not certain where she would fall on the new Municipal PTO schedule. She moved into the director position January 1, 2011, at 32 hours per week; she began working 40 hours per week on January 1, 2020. This made her eligible for health insurance in 2020. Dawn questioned if eligibility for the PTO benefit coincided with the eligibility of health insurance. Denise pointed out that 32 hours per week is considered full-time, so likely 2011 would be used to determine PTO status. We will check with Ardith.

New Business

Next agenda will include further review and comparison of the Village and Employee policies.

Char moved to adjourn with a second by Denise.

Next meeting, Monday, April 28, 5:30p.m. at the Library/Community Center.

Respectfully submitted by Dawn Ayers.