

Meeting Minutes – Cameron Library Board – May 5, 2025

**Meeting Postponed from April 28, 2025*

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

Minutes from the March 31 meeting were reviewed. Char moved to accept the minutes with a second by Denise.

Finance Report

Checking account balance: \$5,706.56.

Copies & faxes for April 1-April 28 totaled \$43.15.

No budget comparison is available. Dawn met with Ardith and Missy at Village Hall to discuss the payable disbursement process as Sarah is no longer working there.

Health insurance was coming out of the library's budget; this made the library wage budget look spent for the year. That amount comes out of the Village budget. Ardith was seeking clarification from Roger O. about the accounting method for this.

Expenditures

April expenditures: Chetek Alert, \$49 for annual subscription; Baker & Taylor, \$39.39 for books; EO Johnson, copy machine contract; \$113.94, Credit Card, \$517.58, Amazon books & movies.

Char moved to accept the April, 2025 expenditures with a second by Wanda.

Activities:

1,633 items circulated in March, 690 items were borrowed from other libraries, 578 items lent to other libraries, 4 new patrons registered, 24 items added to the collection, 570 wireless users, 337 electronic check-outs and 356 website visits.

159 people visited during National Library Week which took place April 7-12. 19 people of all age groups participated in our coloring journal activity and 14 children made safari magnet crafts. The Friends group reimbursed the cost of books for the book drawing, which totaled \$50.30. They also provided snacks for the week. Staff conducted a survey week to collect information for the Annual Report.

We just completed the Spring Delivery Study. The library system requires each library to record and submit the number of bins received via courier in one week; sorting errors, bags, boxes and kits are also recorded. This is done twice annually.

The next virtual gardening program in the three-session webinar series with gardening expert & author Melinda Myers will take place at 6:30pm on May 7. She will discuss Vertical Gardening. Attend live to submit question or watch the recording. Information to join the presentation is on the library's website.

Facility Report

Village Hall will be distributing key fobs for the Community Center door. Library staff will have one locked in our cash drawer for emergency use. Elizabeth submitted the following fob request list to Ardith totaling 10 fobs: One for Village Hall; One for Elizabeth at the Library/Center; One for Public Works; One for Dawn at the Library; One for Maggie at the Center; One for Darlene at the Center; One for Wanda Johansen at the Center; One for Randy Hill or someone else from the morning Man Cave group; Two for Community Center rentals.

The cleaning people should also be on the fob list.

Public Works repaired a toilet in the women's restroom.

The facility security cameras monitor is in the utility room.

Old Business

John Thompson reviewed the Library Policy and the Municipal Handbook. He said:

"Your document contains all of the policies for the library as well as some procedural type things. I believe the Vacation/ PTO (resolved by prior action), emergency closure for weather, and the health policy are the only

personnel related items I could find in your document. The remainder are strictly library policies that don't need to be approved by the City."

Add as a Statement to the Village Policy (Page 6 after the Department heads should report to their respective committee chair.)

The Library Director reports to the Library Board who supervises the administration and operations of the library with all of the authorities granted to them in Wisconsin State Statute Chapter 43.

Char move to accept adding the Statement to the Village Policy as indicated above with a second by Kathy.

Library Procedure for the Emergency Closure of the Library

Decisions for closing the library due to weather or other emergencies will be made at the Director's discretion and in concurrence with one other Library member. The public will be notified of closures through posted notices, radio announcements and, if possible, the library's phone messaging system. In severe weather conditions staff members who cannot travel to work will not be paid if the library is open. If the library is closed, staff members will be paid for their scheduled hours.

a) When the Cameron School District is closed due to inclement weather or other emergencies, the library will be closed.

b) During periods when the school is not normally in session i.e. holiday vacations, etc..., if conditions are severe, decisions for closing the library will be made at the Director's discretion and in concurrence with one other Library member. During these severe conditions, staff members will be paid their scheduled hours, not to exceed two days of regularly scheduled hours annually.

Wanda moved to approve adding the Library Procedure for the Emergency Closure of the Library as an addendum to the Village Policy with a second by Denise.

Wanda inquired about the wording "Library member" in the Emergency Closure Policy. This term covers staff members and/or Library Board members. Dawn will consider the wording.

Denise moved to approve adding the Epidemic and Library Health Policy as an addendum to the Village Policy with a second by Judy. This policy is available in separate documentation.

New Business

Char moved to adjourn with a second by Denise.

Next meeting, Monday, June 2, 5:30p.m. at the Library/Community Center.

Respectfully submitted by Dawn Ayers.