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**BOARD OF TRUSTEES**

Beth Hendrix, President  
Katie Bjorkman, Vice President  
John Poole, Treasurer  
Molly Day, Secretary  
Kathy Czischke  
Elinor Decker  
Kevin Fitzgerald  
Sue Hughes  
Sandy Verges

**Board of Trustees Meeting**  
5:30pm, Monday, January 27, 2025

**Twin Lakes Building**  
110 S. Lake Avenue, Twin Lakes, WI 53181

**LeeAnn LoCicero, Director**

24615 89th Street  
Salem, WI 53168  
(262) 843-3348 Telephone  
(262) 843-3144 Fax  
communitylib.org

**Meeting Minutes**

**Present:** President Hendrix, Trustees: Bjorkman, Czischke, Decker, Fitzgerald, Hughes, Poole, Verges

**Absent:** Trustee Day

**Administration:** LeeAnn LoCicero, Director

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1. **Call to order** – President Hendrix called the meeting to order at 5:30pm.
2. **Pledge of Allegiance and Roll Call**
3. **Minutes from the board meetings held Monday, December 16, 2024**  
Motion made by Trustee Fitzgerald to accept the minutes of the meeting held Monday, December 16, 2024, seconded by Trustee Poole. Passed unanimously.
4. **Citizens comments** – None
5. **Financials**  
Motion made by Trustee Fitzgerald to accept the financial report as presented, seconded by Trustee Czischke. Passed unanimously.
6. **Bills for payment**  
Motion made by Trustee Bjorkman to pay all bills as presented, seconded by Trustee Poole. Passed unanimously.
7. **Director's review process**  
President Hendrix explained the Director's annual review process and asked board members to submit completed forms to her by February 17.
8. **Director's Report**  
Director LoCicero reviewed the 2024 Library Usage statistics. Many of these statistics are required for the annual report which is due to DPI by February 28, 2025. The Library's financial audit will begin in February. The Winter Reading Challenge runs through February 15. Our original goal was to reach 50,000 minutes but our readers have surpassed that so we upped to goal to 100,000 minutes. PuzzlePalooza Jigsaw Puzzle Competition was brought back for the month of January. There are twelve puzzles to choose from and prizes will be awarded for those with the fastest times. Tax forms are now available. Although we are not a location for Kenosha United Way's Volunteer Income Tax Assistance (VITA) program, our staff will help refer patrons to their drop-off location at the Kenosha County Center starting in February. We present a monthly storytime and craft at Head Start and at the Preschool at the Salem Grade School. Our Youth Services Manager attends Building Our Future meetings. Building Our Future is a network of community leaders representing all sectors of Kenosha County committed to improving student outcomes. They are currently working on a Literacy Programs Map which will join organization's literacy offerings in a document to be shared with the community. We also attended Lakewood School Visit to meet with the school's new librarian to continue to build connections. Staff also attended Salem School to learn about a report on student growth in essential areas such as reading, writing and math. A key focus was on their efforts to close the achievement gap through targeted initiatives like Act 20. Act 20 is a state law that requires schools to assess early literacy skills for

students in grades 4k-3. This helps to ensure that every child receives the support they need to develop strong reading skills. Kenosha County Aging and Disability Resource Center will be providing a Dementia Friendly training for library staff. The training is about how to better serve those living with dementia in our community. Staff participated in The Wild Wisconsin Winter Web Conference. It's a state-wide virtual conference supported by Wisconsin Library Systems. The webinars cover topics such as: Management, Wellbeing and Marketing.

**9. Correspondence – None**

**10. Standing committee reports**

- a. Asset Inventory & Facilities – None**
- b. Personnel & Finance – None**
- c. Policy & Services – The committee will meet to review policies.**
- d. Foundations & Memorials – None**

**11. New business – None**

**12. Friends of the Library report**

Trustee Czischke reported the next book sale will be February 6-8, their annual meeting on February 14 and they are accepting jewelry donations for their Spring Bling Fling event in April.

**13. Date, time and location for the next meeting – Monday, February 24, 2025 at Salem at 5:30pm.**

**14. Adjournment**

President Hendrix adjourned the meeting at 6:04pm.

Minutes respectfully submitted by Director LoCicero.