
BOARD OF TRUSTEES

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

Board of Trustees Meeting

5:30pm, Monday, February 24, 2025

Salem Building

24615 89th Street, Salem, WI 53168

LeeAnn LoCicero, Director

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

Meeting Minutes

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

Absent: Trustee Hughes

Administration: LeeAnn LoCicero, Director

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, January 27, 2025**
Motion made by Trustee Poole to accept the minutes of the meeting held Monday, January 27, 2025, seconded by Trustee Fitzgerald. Passed unanimously.
4. **Citizens comments** – None
5. **Financials**
Motion made by Trustee Poole to accept the financial report as presented, seconded by Trustee Fitzgerald. Passed unanimously.
6. **Bills for payment**
Motion made by Trustee Fitzgerald to pay all bills as presented, seconded by President Hendrix. Passed unanimously.
7. **Wisconsin Department of Public Instruction Public Library Annual Report**
Motion made by Trustee Bjorkman to accept DPI's Annual Report as presented, seconded by Trustee Czischke. Passed unanimously.
8. **Food for Fines**
Motion made by Trustee Czischke to hold a Food for Fines event during National Library week, the week of April 6, seconded by Trustee Bjorkman. Passed unanimously.
9. **Director's Report**
Director LoCicero reported on the following: Computer equipment was purchased in 2024 through an E-Rate program through the Kenosha County Library System. Equipment purchased: access points, switches, routers, UPS/battery backups, UPS/power switches. The E-rate program helps schools and libraries get affordable internet access and telecommunications services. The program is run by the Universal Service Administrative Company (USAC) under the Federal Communications Commission (FCC). The library's reimbursement has been delayed due do administrative changes at the federal level. Trustee Poole inquired about the number of print books the library owns and their circulation rate. As of 2024, CL's total physical print book collection was 59,823. Of those, 62% circulated in 2024. CL added 4,009 physical books in 2024. Of those, 91% circulated in 2024. The Library's financial audit is in process. The following board member's terms end on April 30: Kevin Fitzgerald (Twin Lakes) and Sandy Verges (Salem Lakes). Terms are 3 years. The municipalities will be notified. The winter reading challenge ended with 248 participants logging 234,159

minutes. The cold hasn't slowed down program attendance this winter. Since January, the staff have planned, prepared and presented 107 programs for over 900 people. Some programs are designed for smaller groups, such as our book discussion groups with 8-12 participants while other are designed for larger groups such as our LEGO club with 30-40 participants. March will continue to be a busy month with over 50 programs planned. Staff have also prepared a week full of fun programs and activities during Spring Break Week (March 22-March 29) kicking off the program with a visit from Lucky Guys Farm on Saturday, March 22. They will present a special storytime with their mini donkey, Twinkie. Special guests will present at our weekly storytimes, an obstacle course will be set up, arts, crafts, games, a reader's theater, a stuffed animal sleepover and movies will all be offered. There will be plenty of programs for adults in March. Chris Brooks from Black Point Estate and Gardens in Lake Geneva will present a program on the Remarkable Women of Geneva Lake on March 3, UW Extension Educator Amanda Kostman will present a program on home canning on March 15, local Beekeeper Paul Green will discuss beekeeping and bring honey for tasting on March 20, a book buffet and Bingo on March 21, and Bad Art night on March 26.

10. Correspondence – None

11. Standing committee reports

a. Asset Inventory & Facilities – None

b. Personnel & Finance

Director's Performance Evaluation and Employee Agreement

Motion made by Trustee Fitzgerald to go into closed session pursuant to Wisconsin Statutes Section 19.85(1)(c) to consider item 11b. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Trustee Poole. Passed unanimously.

Motion made by President Hendrix to go into open session, seconded by Trustee Czischke. Passed unanimously.

Motion made by President Hendrix to approve the Director's Performance Evaluation and Employee Agreement as presented, seconded by Trustee Fitzgerald. Passes unanimously.

c. Policy & Services – None

d. Foundations & Memorials – None

12. New business – None

13. Friends of the Library report

Trustee Czischke reported the February book sale made about \$700. They are accepting donations for the Spring Bling Fling sale which will be held April 3, 4, 5, 11, and 12. The next book sale will be in May.

14. Date, time and location for the next meeting – Monday, March 24, 2025 at Twin Lakes at 5:30pm.
Due to several members not being able to attend on March 24, another date will be chosen.

15. Adjournment

President Hendrix adjourned the meeting at 6:26pm.

Minutes respectfully submitted by Director LoCicero.