
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, June 24, 2024

Salem Building

24615 89th Street, Salem, WI 53168

LeeAnn Briese, 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, Day, Decker, Fitzgerald, Hughes, Poole, Verges

Absent: None

Administration: LeeAnn Briese, 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, May 20, 2024**
Motion made by President Hendrix to accept the minutes of the meeting held Monday, May 20, 2024, seconded by Trustee Poole. Passed unanimously.
4. **Standing committee reports**
 - a. **Asset Inventory & Facilities**
The Asset Inventory & Facilities committee met on June 3, 2024 from 1pm-3pm to discuss the humidity issues and LED light replacement in the Salem building. Committee members present: Czischke (Chair) and Bjorkman. Also in attendance: Director Briese, Tim Pfeuffer, building maintenance, Trustee Poole and Daniel Young and Ryan Moldenhauer from MPC.

Building humidity
The committee recommended to the Board to go with MPC's Option 1 – Dehumidification Control Utilizing Duct Heater on AHU-1 in the amount of \$5,100. The Board discussed all options and would like to continue to troubleshoot before making a decision. The Board asked staff to experiment with turning the air conditioners on/off and recording temperatures and humidity levels.

LED lights
Tim Pfeuffer answered questions about the different types of bulbs (A, B, C). The board discussed LED lighting options. Motion made by Trustee Poole to hire BA Solutions to replace the light fixtures with type C and B bulbs where needed in the amount of \$25,748, seconded by Trustee Bjorkman. Passed unanimously.
 - b. **Personnel & Finance** – None
 - c. **Policy & Services** – None
 - d. **Foundations & Memorials** – None
5. **Citizens comments** – None
6. **Staffing pertaining to the budget**
Director Briese shared the Community Library Organizational Chart and reviewed the number of full and part-time staff, average number of hours worked for part-time staff and how a staff member qualifies for the State retirement benefit (WRS).
7. **Financials**

Motion made by President Hendrix to accept the financial report as presented, seconded by Trustee Czischke. Passed unanimously.

8. Bills for payment

Motion made by Trustee Poole to pay all bills as presented, seconded by Trustee Fitzgerald. Passed unanimously.

9. Committee assignments

President Hendrix assigned Trustees to the following committees:

Asset Inventory & Facilities: Katie Bjorkman (Chair), Elinor Decker, Sue Hughes

Finance & Personnel: Kevin Fitzgerald (Chair), Beth Hendrix, John Poole

Policy & Services: Kathey Czischke (Chair), Molly Day, Sandy Verges

Foundations & Memorials: John Poole (Chair), Sue Hughes, Sand Verges

10. Director's Report

The Summer Reading Program is going well. Our goal is for our patrons to log 75,000 minutes. So far, readers have logged over 63,000 minutes. The program runs through August 3. Safari Storytime and Muddy Munchkins continues to be a success with an average of 40 people per session. We have guest presenters for our STEAM Storytime in Twin Lakes which focus on STEAM activities. Hula Hoop performer Danielle Lee taught hula dancing to 47 people. Hoo's Woods Raptors will bring live raptors to the Twin Lakes library on June 29. The tween/teen cooking classes are popular with up to 20 kids per program. July program highlights: Among our regular storytimes, book discussions and take home crafts, we will be having PuzzlePalooza: a Jigsaw Puzzle Competition and a self-guided book walk through the Salem Gardens during the month of July. A blood drive on July 11, nature talk arborist Kevin Nolan on July 10 and a reptile program on July 27. The library will be closed on Thursday, July 4.

11. Correspondence – None

12. New business – None

13. Friends of the Library report

Trustee Czischke reported the next book sale will be August 1-3.

14. Date, time and location for the next meeting – Monday, July 22, 2024 at Twin Lakes at 5:30pm.

15. Adjournment

President Hendrix adjourned the meeting at 6:50pm.

Minutes respectfully submitted by Director Briese.