

MINUTES BE LIBRARY BOARD MEETING

MAY 20, 2025

1. Call to order
Schuetz called the meeting to order at 7:00 pm
2. Roll call of members
Schuetz, Ederer, Cavanagh, Crane, Rolfe, Wittenwyler, Koenig. Huston was also present.
3. Proof of posting
Schuetz read the proof of posting.
4. Adoption/amendment of agenda
Motion – Schuetz
Second – Wittenwyler
5. Public comment
6. Reading of minutes for April 15 meeting
Motion – Schuetz
Second – Wittenwyler
Reading of minutes for May 5 meeting
Motion – Schuetz
Second – Wittenwyler
7. Friends of the Library update (Koenig)
 - a. Elections held at last meeting
 - i. Kathy Wachs remains for another 2-year term;
 - ii. Caroline Smith remains for another 2-year term
 - b. Book sale earned \$450 in sales and \$1000 donation
 - i. very similar to last year
 - ii. Gave out coupons from the bowling alley to anyone who made a donation
 - c. Next fundraiser is the Pie Sale at the Neil Diamond concert
 - d. Nettie attended a Friends Quarterly meeting –
 - i. learned of grant sources (Madison Community Foundation);
 - ii. will add a legacy request in the monthly newsletter and on their webpage
 - iii. Caro Smith is looking into other grants for non-profits the Friends can apply for
8. Village Update (Kavanagh)
 - a. Meeting room priority will be under discussion – Village Board will supercede all other activities and can bump other scheduled programs or meetings
9. Treasurer's Report (Schuetz)
 - a. Schuetz explained format of report; all items in balance
 - b. Foundation account as usual
 - i. Schuetz suggested library begins to use those funds
 - ii. Donors did not intend donations to be held indefinitely

Motion – Ederer
Second – Wittenwyler

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10. Action on bills
 - a. Review of invoices
 - b. Schuetz inquired about Ingram Library Services; Huston explained they are a book distributor
 - c. Total monthly vendor expenses **\$4,930.40**
Total vendor expenses through May **\$28,679.53**
Balance of budget to spend in 2025 **\$58,401.09**
Motion to approve – Wittenwyler
Second – Ederer
11. Discussion with new trustees
 - a. Schuetz suggested board undergoes an annual potential reorganization of offices
 - b. Official appointment and term lengths. Huston will update information.
 - i. Cavanagh – 1-year (2025-2026)
 - ii. Ederer – 1-year (2025-2026)
 - iii. Schuetz – 1-year remaining (2023-2026)
 - iv. Crane – 2-years (2025-2027)
 - v. Rolfe – 3-years (2025-2028)
 - c. Preliminary officer positions
 - i. Schuetz - President
 - ii. Crane – Vice Pres./Treasurer
 - iii. Rolfe - Secretary
12. Discussion of Library Board Subcommittees
 - a. Huston suggested a discussion of creating subcommittees to involve public in future planning
 - b. Can include library staff, community representatives and individuals
 - c. Encourage development of project and inclusion of the public
 - d. Schuetz reviewed the origin and progression of library expansion project
 - e. Wittenwyler has considered developing ideas for expansion within the current building
 - f. Crane volunteered to head a committee
13. Discussion of Federal funding cuts and Library tool kit
 - a. Huston discussed purpose of IMLS funding
 - b. Ederer explained how LSTA/IMLS funding is used by systems and libraries
 - c. Wittenwyler suggested using library toolkit resources to promote the Friends of the Library more and in future fundraising
 - d. Wittenwyler thought library board needs to inform Village of Library Board term lengths
14. Discussion of 2025 holiday closures
 - a. Huston proposed closed dates for holidays during the remainder of 2025
 - b. Schuetz suggested tracking past foot traffic/circulation in past years
 - i. Huston said those numbers would be very difficult to identify now
 - ii. Wittenwyler thought some holidays caused an overlong closure

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- c. Memorial Day – Saturday, May 24 and Monday, May 26
- d. Additional holiday closures discussion tabled
Motion to approve – Schuetz
Second - Ederer
- 15. Director's Report (Huston)
 - a. Reported circulation, traffic and database usage
 - b. Reviewed May programs and SLP
 - c. SCLS voted to migrate to Syrsi/Dynix ILS system – should be completed by May 2026
 - d. Reviewed “Speak Up For Libraries” materials for public
 - e. Inquired on how long library keeps newspapers
 - f. Will begin monthly review of Trustee Essentials and library policies
Motion to approve –Schuetz
Second - Ederer
- 16. Future agenda items
 - a. Vote on officers
 - b. Review TE1-trustee's job description
- 17. Next meeting date – June 17,2025
- 18. Adjournment 8:53 pm
Motion to adjourn – Wittenwyler
Second – Schuetz