

HUSTISFORD COMMUNITY LIBRARY Board Meeting Minutes

July 27, 2026

1. Call to Order

President David Margelofsky called the meeting to order at 3:31 p.m.

2. Roll Call

Present: David Margelofsky, Cynthia Stroessner, Debbie Ninmann, Rachel Wisniewski, Barb Wittnebel, and Library Director Jamie Mercer.

Excused: Todd Bugnacki and Rebecca Glauvitz.

The meeting was properly posted according to State Statute.

3. Public Announcements

None.

4. Approval of Previous Minutes

Motion by Debbie Ninmann, seconded by Cynthia Stroessner, to approve the June 2026 meeting minutes. Motion carried.

5. Approval of Financial Reports

Jamie Mercer reviewed the financial reports and provided the following updates:

- The Hicks Grant was received.
- A WE Energies refund is being issued following the installation of the new meter.
- Capital Improvement funds were transferred into the library account after approval by the Board President. The funds will be returned to the Capital Improvement account as they become available.
- A line of credit is being established with Hustisford State Bank similar to the Township's account.

Motion by David Margelofsky, seconded by Debbie Ninmann, to approve the financial reports. Motion carried.

6. Township Report

- Road construction is underway within the Township, including paving projects.
- Level Valley Road improvements continue.
- The Township received notice that the school district is moving forward with dissolution.

7. Village Report

- Ordinances were discussed.
- Rental fees, dog licenses, and other municipal fees will increase.
- The Police Chief confirmed that National Night Out will be held on August 10, not August 11.

8. School District Report

The joint library-school newsletter will continue during the 2026-2027 school year in a simplified format without graphics.

9. Director's Report

Jamie Mercer presented the Director's Report, including the following updates:

- Library statistics and Monarch updates were reviewed.
- Summer Reading Program participation increased to 153 registered participants (48 adults), compared to 125 participants (42 adults) last year.
- On one occasion, water was found seeping up through the flooring in the Community Room. Nathan inspected the area and will return to investigate further if the issue occurs again.
- Jamie scheduled a meeting with Reedy on September 14 regarding the Joint Library Agreement.
- Jamie recommended creating a Dodge County library newsletter highlighting library programs and events.
- Library staff met on July 16.
- Fall staff projects include:
 - Website updates with Shannon Meier.
 - Space reorganization led by Max.
 - Digitization projects with Susie.
 - Budget and policy revisions.
 - Development of a teen internship with Ruthie.
- The Little Free Library for Lions Park is nearly complete and will be installed in August.
- Jamie contacted the Village regarding weeds around municipal buildings. In the library's case, the area is designated as a habitat and will not be treated.
- Safety plans are being developed for fires, tornadoes, and other emergency situations. The Fire and Police Departments will assist with planning.
- Jamie, Susie, and Max are developing a Standard Operating Procedures manual.
- Staff are preparing offline checkout procedures for the upcoming system migration.

- Max has prepared the library for the August rearrangement, and the Board toured the organizational changes completed this summer.

10. Correspondence and Communications

None.

11. Unfinished Business

- Rebecca will continue obtaining estimates for repairs to the pergola.
- Matthew from Monarch IT will assist with the security camera project.
- Jamie completed paperwork for a no-cost lighting assessment to help guide future improvements.
- Policy review was tabled until the August meeting. Policy binders will be brought at that time.

12. New Business

- Jamie presented a proposed operating budget of \$72,000, representing a minimal increase.
- The library will receive county reimbursement funds from Dodge, Washington, Dane, and Columbia Counties.
- The library will not receive reimbursement from Waukesha County this year due to the required paperwork not being submitted prior to Jamie's leadership. A submission for next year's reimbursement has been submitted.
- A \$1,000 increase is included for cleaning services. Cleaning rates have not increased in approximately 20 years.
- Jamie will submit the approved budget to the Town and Village for consideration.

Motion by Cynthia Stroessner, seconded by Barb Wittnebel, to approve the proposed budget.
Motion carried.

The Board reviewed the annual Director evaluation process.

- Rebecca Glauvitz, Rachel Wisniewski, and Cynthia Stroessner will complete the initial evaluation forms.
- The Board will meet on Monday, September 21, 2026, at 3:30 p.m. to discuss the evaluations before meeting with Jamie Mercer to review the results.

The Board elected officers for 2027:

- President: Debbie Ninmann
- Treasurer: Rebecca Glauvitz
- Secretary: Rachel Wisniewski

Motion by David Margelofsky, seconded by Barb Wittnebel. Motion carried.

ADA Compliance & Website Update: Shannon Meier, who does freelance website design, submitted a proposal to update the library's website to meet ADA compliance standards. Her quote was lower than the proposal received from Chelsea Lynn Designs.

Motion by Cynthia Stroessner, seconded by Debbie Ninmann, to approve Shannon Meier to complete the website update. Motion carried.

Trustee Training: Wisconsin DPI trustee training videos will be available beginning this fall, and board members are encouraged to complete the training.

13. Next Meeting

The next meeting will be held on Monday, August 24, 2026, at 3:30 p.m.

14. Adjournment

Motion by Barb Wittnebel, seconded by Cynthia Stroessner, to adjourn the meeting. Motion carried.

The meeting adjourned at 4:31 p.m.

Respectfully submitted,

Rachel Wisniewski