

Village of Kewaskum
Library Board
Meeting Minutes
June 6, 2025, 9:00 A.M.

The Library Board of Kewaskum, Washington County, Wisconsin met in regular session at The Municipal Building, 204 First St.

Committee Members Present: Carter, Jakubowski, Mayer, Schlitt, Theisen Excused: Radeztsky, Wendelborn

Staff Members Present: Gitter

Meeting was called to order by Gitter at 9:00 a.m., followed by roll call.

Motion by Schlitt, seconded by Carter, to have the Interim Library Director continue to run through the agenda. Motion carried by voice vote.

Motion by Carter, seconded by Theisen, to appoint the library board secretary as chairperson pro-tem. Voice vote, motion carried. It was requested by Jakubowski that the Interim Library Director continues aiding in the same manner and structure.

APPROVE MINUTES OF MAY 12, 2025

Motion by Schlitt, seconded by Carter to approve the May 12, 2025, minutes. Voice vote, motion carried.

PUBLIC INPUT – None

FINANCIALS

Bill Review – Gitter reviewed.

Budget Review – Gitter reviewed.

REPORTS

LIBRARY

Circulation – Gitter reviewed.

Monarch System – Gitter reviewed.

Director's Report – Gitter reviewed.

VILLAGE BOARD – No report.

SCHOOL DISTRICT – Battle of the Books list was released, last day of school, summer school begins.

NEW BUSINESS

Cleaning/Pest Control Contract – Motion by Schlitt, seconded by Jakubowski, to revert to the original cleaning contract of three hours per week during the summertime. Voice vote, motion carried.

Printer Fees and Process – Discussion only.

Facility Update – Discussion only.

Director Job Description – Motion by Schlitt, seconded by Jakubowski to approve the posting of the job description with the requested adjustments and salary range. Voice vote, motion carried.

LTE Part-time Position – Motion by Schlitt, seconded by Jakubowski to approve the hire of Luanne for the LTE Part-time Position with a reassessment at the end of August. Voice vote, motion carried.

Memorandum of Understanding between Monarch Library System – Motion by Carter, seconded by Mayer to approve the Memorandum of Understanding between Monarch Library System. Voice vote, motion carried.

OLD BUSINESS

Library Strategic Plan – Discussion only.

Motion by Carter, seconded by Schlitt to move the next meeting date to July 11, at 9:00 A.M. at the Kewaskum Public Library. Voice vote, motion carried.

Motion by Carter, seconded by Jakubowski to adjourn at 10:25 A.M.

Tocarra Theisen
Deputy Village Clerk