



LIBRARY BOARD MEETING Minutes: Monday, October 13, 2025

TIME: 4:30 PM

PLACE: Cadott Community Library

Virtual: bit.ly/caLibraryBoard

AGENDA:

1. Call to order:
 - a. Roll call: Present:
Cookie Kaste-Here
Nick Kotek- Here
Tanya Skalecki -Here
Tina Sturz-Here
Diana Mackie-Here
 - b. Compliance with open meeting law
 - c. Action – Agenda Diana motion to accept the agenda and move Friends to the top of the agenda. Cookie 2nd. **Approved**
2. Public Comment (Limit 3 Minutes)
3. Action - September Minutes -Diana made a motion to accept the Sept. minutes. Tanya 2nd. **Approved.**
4. Financials
 - a. Review/Discuss Budget v. Actual-Diana and Tanya met to review the funds. Diana met with the Village to review the remaining funds.
*Reminder to spend budgeted funds first; no other fund requests should be discussed until the 4th quarter each year and not decided until November or December.
 - b. Discuss/Action Bills-Nick made a motion to approve bills, Tanya 2nd. **Approved.**
 - c. Discuss: 2026 Budget Software Options-The Board had a detailed discussion on the need for fiscal responsibility of taxpayer funds. Next month, on the agenda, the Board will vote on budget software options. **Action items: Samma will research QuickBooks**

training. Or another software company that would work for us. Cost for training and software. Samma will provide the Board with what is left to spend for (wages and utilities) for November and December based on her records and the Village records.

- d. Query/Discuss: Auditing Processes-This is covered by the Village.
5. Director's Report-See report.
6. Discuss: Friends of the Library Report-Samma reported on what Friends is helping with in the community and library. Several Friends attended. Friends have paid \$690.00 in extras to help the library budget. Friends meet quarterly. Four standing officers and others to help with events make up the Friends organization. Savers Fund drive raised \$400.00, which went into the general fund. Trying to locate members, will keep reaching out to get participation. Friends recognized Samma for her hard work with the group.
 - a. Friends of the Library Month Board thanks the group for their support. Is there a timeline to transfer funds to the building fund? The discussion focused on the MOU. This will happen monthly.
 - b. Donations and Funds
7. Discuss/Action - Building Committee Updates-Donor plaques are being planned. Donor wall, there is no budget at this time. A person is willing to donate time. Will work on a budget for paint. Sitting well financially. We have around \$412k for the capital campaign. April at the village will be taking care of the funds, as payment is coming out now and will be reimbursed as the grant money comes in. **We need a date and details for our grand opening. Construction is expected to be completed in April 2026. Put this on the agenda for next month.**
8. Query/Discuss: D & O Liability Insurance Questions-Village takes care of this for the Library Trustees.
9. Adjourn -Motion to adjourn by Diana, Cookie 2nd. **Approved**
For additional accommodations, please contact the library director.
www.cadottlibrary.org · 715-289-4950 · cadottpl@cadottlibrary.org