



South Milwaukee Library  
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South Milwaukee, WI 53172  
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W [smlibrary.org](http://smlibrary.org)

**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
May 28, 2019

The regular meeting was called to order by President Reszel at 6:30 p.m.

Present: Clark, Bukowski, Daniels, Drummer, Laabs, Meidam, Reszel, Suarez-Lemcke  
Excused: n/a  
Library Staff: Manning (Interim Library Director)

Adoption of Agenda

Motion by Meidam/Clark to adopt the agenda as presented. By voice vote, all voted in the affirmative.  
Motion carried.

Public Comment: None

Correspondence: None

Friends Update

Trustee Laabs reported that FOSMIL will update the Book Nook signs and look for additional shelving to display more material. A membership fess structure has been decided upon and an Amazon Smile account is now set up and being promoted on the website. The book sale downstairs will need larger signs for the genres and fixtures for sale.

Committee Reports: Personnel and Finance, Legislation and Technology, and Building

None

***Agenda Topics***

*The Board of Trustees reserves the right to take action on any of the items listed below.*

Minutes from the April 23, 2019 Regular Meeting of the Library Board of Trustees

Motion by Laabs/Clark to approve the Minutes from the April 23, 2019 Regular Meeting of the Library Board of Trustees as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for May 2019.

Motion by Drummer/Meidam to approve expenditures in the amount of \$80,379.295. By voice vote, all voted in the affirmative. Motion carried.

**Mission Statement**

*To enhance the quality of life in South Milwaukee in a welcoming and innovative environment that provides information and ideas for lifelong literacy and learning*

**Vision Statement**

*To be the fundamental contributor to the quality of life in South Milwaukee*

Motion by Drummer/Meidam to receive and place on the file the Financial Statement for May 2019 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for May 2019.

Motion by Drummer/Meidam to approve expenditures in the amount of \$412.90 from the Friends Account. By voice vote, all voted in the affirmative. Motion carried.

Motion by Drummer/Meidam to receive and place on the file the Library Trust/Gift Account financial statement for May 2019. By voice vote, all voted in the affirmative. Motion carried.

Strategic Planning Update: City and MCFLS

Trustee Daniels reported that the City will have a draft ready for the May Common Council meeting and Interim Director Manning reported that MCFLS will have a draft ready for the May MCFL meeting.

Library Director's Report

Motion by Meidam/Drummer to receive and place on file the Director's Report as presented. By voice vote, all voted in the affirmative. Motion carried.

Strategic Plan Update: City and MCFLS

The MCFLS 2020-2024 Strategic plan was approved by MCFLS. Trustee Bukowski reported that the City Council is receiving final input. In June the plan will be available for public comment and Approval is scheduled for the June 21, 2019 meeting. Trustee Reszel will request information from three vendors to assist the library in developing its strategic plan. The strategic plan process took approximately six months for MCFLS and the City.

RFID Project

A site visit was made by the vender to assist in determining the type of security gates needed. Information is being finalized for the vendor to present a revised quote. The current plan is for RFID tagging to begin after the Summer Reading Program ends in August and going live the first week of December.

Library Donation Receipt

The Library Donation Receipt form was revised to include verbiage regarding conditions imposed on donations and IRS regulations.

Library Board Meeting Start Time on June 25, 2019

Trustee Reszel asked if the times for the June 25, 2019 Personnel and Finance meeting could be adjusted to 6:30 p.m. and the Library Board Meeting adjusted to 6:45 p.m.. The Board agreed to the time adjustment.

Nomination of Library Board Officers

The terms for Trustees Reszel and Laabs expire this year. The Mayor has approved both Trustees to serve another three year term. No nominations were made during the meeting. The nomination and voting of Officers will take place at the June meeting.

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Authorization for the Interim Library Director to Hire a Summer Youth Intern

Motion by Daniels/Meidam to authorize the Interim Library Director to hire a Summer Youth Intern. By voice vote, all voted in the affirmative. Motion carried.

Hiring New Library Director Timeline

Recess into Closed Session pursuant to §19.85(1) (c) Wisconsin Statutes for the following reasons:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing personnel matters. *Timeline for Hiring a New Library Director.*

Motion by Meidam/Daniels to adjourn into closed session at 7:23 p.m. By voice vote, all voted in the affirmative. Motion carried.

Return to open session to take any necessary action as a result of the discussing a timeline for hiring a new library director

Motion by Meidam/Drummer to return to open session at 7:43 p.m. By voice vote, all voted in the affirmative. Motion carried. No action was taken.

Adjournment

Motion by Meidam/Laabs to adjourn at 7:44 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted

Kathy Manning, Ex-Officio Secretary/Interim Library Director  
Approved by the South Milwaukee Public Library Board of Trustees

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