



South Milwaukee Library  
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**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
June 25, 2019

The regular meeting was called to order by President Reszel at 6:45 p.m.

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

Adoption of Agenda

Motion by Drummer/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 have a table at the Evening on the Avenue event. A rotation has been established for restocking the Book Nook. Trustee Laabs will reach out to the Friends Treasurer on the filing of the WI DFI report that is due June 30<sup>th</sup>. Trustee Reszel asked Trustee Laabs to take the idea of sponsoring author visits to the next Friends meeting on July 8, 2019.

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

Legislation and Technology: Trustee Drummer reported on a webinar she attended on Open Government Data and the impact on public libraries. Libraries are considered trusted sources and librarians need to meet the citizens where they are. Librarians need to be efficient in data retrieval, explaining spreadsheets and pivot tables, and offering guidance to citizens. The library's infrastructure needs to have appropriate security, privacies, and band width available for citizens to access the data.

***Agenda Topics***

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

Minutes from the May 28, 2019 Regular Meeting of the Library Board of Trustees

Motion by Meidam/Drummer to approve the Minutes from the May 28, 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 June 2019.

Motion by Meidam/ Drummer to approve expenditures in the amount of \$61,663.38. By voice vote, all voted in the affirmative. Motion carried.

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

Expenditures from Library Trust/Gift Accounts for June 2019.

Motion by Meidam/ Drummer to approve expenditures in the amount of \$609.97 from the Friends Account. By voice vote, all voted in the affirmative. Motion carried.

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

Library Director's Report

Motion by Daniels/Drummer to receive and place on file the Director's Report as presented and including notes on the discussion regarding the placement of Port-A-Pottys for the Legion's 100<sup>th</sup> Anniversary celebration on Sunday, July 21, 2019. The Legion presented Interim Director Manning with a choice of placing two Port-A-Pottys against the two walls on the south side of the library or in the northernmost parking spot closest to the sidewalk.

Strategic Planning Update: City and Library

Trustee Daniels gave an overview of Attachment C containing email correspondence from three vendors he reached out to for strategic planning services. The Board agreed that the Library Strategic Planning process would begin in fall after a permanent Director is hired.

RFID Project

The final quote from the vendor was \$54,032.65, leaving money available for infrastructure equipment and wiring need to complete the project.

2.2 Circulation Policy Revisions

Motion by Drummer/Meidam to approve the 2.2 Circulation Policy Revisions with the changes discussed and the exclusion of the Materials Recovery item. By voice vote, all voted in the affirmative. Motion carried.

Nomination of Library Board Officers

Motion made by Drummer/Daniels to nominate and elect Dan Reszel as Board President. By voice vote, all voted in the affirmative. Motion carried.

Motion made by Reszel/Meidam to nominate and elect Jackie Drummer as Board Vice President. By voice vote, all voted in the affirmative. Motion carried.

Motion made by Laabs/Drummer to nominate and elect Lynn Meidam as Board Financial Secretary. 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. *Hiring a New Library Director.*

Motion by Meidam/Daniels to adjourn into closed session at 7:55 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 the hiring a timeline for hiring a new library director

Motion by Meidam/Drummer to return to open session at 8:11 p.m. By voice vote, all voted in the affirmative. Motion carried. No action was taken.

Adjournment

Motion by Daniels/Laabs to adjourn at 8:13 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