



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
September 24, 2019

President Reszel called the regular meeting to order at 6:30 p.m.

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

Adoption of Agenda

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

Public Comment: None

Correspondence: None

2018 South Milwaukee Public Library Audit. Presented by Paul Frantz, CPA, Senior Manager, Baker Tilly Virchow Krause, LLC.

The conclusion of the 2018 audit is that the South Milwaukee Library is in good financial health. Paul clarified the appropriate Fund Balance amount should be 10% - 25% of the library's operating budget (\$80,000 - \$200,000). Available data for the 2019 audit can be sent to the auditors whenever it is available.

Friends Update

Trustee Laabs reported that FOSMIL preparations for the November 2nd Book Sale are underway. A Bake Sale will be held during the Book Sale. The sale area is being rearranged to maximize space. The next meeting is October 15.

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

Technology – Trustee Drummer asked to have details of Library 2.0 webinar scheduled for October 30 resent to the Board.

Agenda Topics

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

Minutes from the September 5, 2019 Regular Meeting of the Library Board of Trustees

Motion by Laabs/Clark to approve the Minutes from the September 5, 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 September 2019.

Motion by Meidam/Drummer to approve expenditures in the amount of \$55,189.79 from the Operating Account. 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 September 2019 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for September 2019.

Motion by Meidam/Drummer to approve expenditures in the amount of \$65.49 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 September 2019. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Meidam/Drummer to approve expenditures in the amount of \$68,827.46 from the Operating Account. 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 August 2019 as presented. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report

Custodian issues will be discussed with Tami Mayzik, City Administrator and the age of the air conditioning unit will be researched.

Motion by Drummer/Meidam to receive and place on file the Director's Report as presented.

Strategic Planning Update: City and Library

Development of the Library Strategic Plan will begin in spring.

2020 Budget

The Board discussed five options for the 2020 budget. Motion made by Meidam/Drummer to approve Option 1 of the 2020 Library budget. By voice vote, all voted in the affirmative. Motion carried.

RFID Project

Tagging of the adult collection I moving forward.

Social Networking Policy # 19-03

The Policy is being put aside to create an addendum to address the Library's Social Networking.

Library Director

Motion made by Meidam/Drummer to appoint Kathy Manning as the South Milwaukee Library Director at pay grade N step 3 of the city's pay matrix effective September 25, 2019 contingent upon successful passage of the pre-employment drug screen as permitted by city policy. By voice vote, all voted in the affirmative. Motion carried.

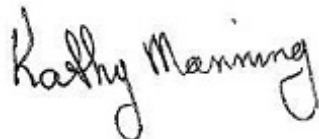
November 2019 Meeting Date Change

Several Trustees will not be available for the scheduled November date. A revised meeting date will be set during the October meeting.

Adjournment

Motion by Drummer/Laabs to adjourn at 7:50 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted

A handwritten signature in cursive script that reads "Kathy Manning". The signature is written in black ink and is positioned above the typed name.

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