



South Milwaukee Library  
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## BOARD OF TRUSTEES

### Minutes

### Regular Meeting

December 8, 2020

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

Present: Clark, Daniels, Drummer, Laabs, Meidam, Reszel, Suarez Lemke

Library Staff: Langebartels Interim Director

City of South Milwaukee Staff: Assistant Administrator Brever

President Reszel extended a thank you to those attending.

#### Adoption of Agenda

Interim Director Langebartels noted a clerical error in the agenda. Motion by Drummer/Daniels to adopt the agenda as amended. By voice vote, all voted in the affirmative. Motion carried.

#### Public Comment:

Correspondence: The South Milwaukee School District Safety Officer contacted the library asking if we were still willing to act as an emergency center if there is a need. Interim Director Langebartels confirmed our willingness to help if needed.

Carin Belan, SMMS Volunteer coordinator, contacted us to determine if we had Volunteer opportunities at this time and Interim Director Langebartels shared that due to Covid-19 concerns we would not be able to help at this time.

An email was received with a patron concern that a staff member was not wearing a mask. Interim Director Langebartels responded to the email address was not accurate so the message was not received.

Wendi M Unger from BakerTilly presented her Audit Report for South Milwaukee Library. The Independent Auditors' Report issued a clean unmodified opinion, which is the highest level of assurance the library can receive that indicates the information is believed to be accurate and follows consistent accounting procedures. Analysis shows 2019 we were under budget for salaries and medical for the year. Overall ended the year with a favorable result and had an appropriate fund balance remaining that may only be used for library purposes. GASB accounting standard required to be included by government entities includes any material weaknesses or material adjustments.

#### Friends Update

MOD Pizza fundraiser went well. A Cousins fundraiser is scheduled for December. New for the BookNook are sets of materials, coffee table books and holiday gifts individually marked and priced over \$1. The Sales Area has expanded. The Friends are purging old stock to merge in new stock. The Friends are working to establish an account with Better World Books.

### Board President's Report

New Initiative needed to be proactive regarding budget for 2022 comprehensive examination of expenditures (hours of operation, staffing, salaries, attrition) and revenues (grants, endowments, Friends, partnerships, fees for services). Lynn Meidam and Suzy Suarez-Lemke have agreed to take on initiative to review and make recommendations. It will be up to the Board and Library Staff to review and decide on what will work well and then to implement.

President Reszel would like to return to regular Board Meeting Schedule on the 4<sup>th</sup> Tuesday of the month.

Cory Clark was nominated and offered a position on the MCFLS Board of Trustees. Cory is waiting for final County Executive approval. Congratulations to Cory.

Committee Reports: Personnel and Finance, Legislation and Technology, & Building: Personnel committee report will be later in meeting. No other reports.

### ***Agenda Topics***

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

### **Minutes from the September 22, 2020 Regular Meeting of the Library Board of Trustees**

Motion by Clark/Laabs to approve the September 22, 2020 minutes. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for October 2020

Motion by Meidam/Drummer to approve expenditures for October 2020 in the amount of \$53,761.46 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Drummer to receive and place on file the Financial Statement for October 2020 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Library Trust/Gift Accounts for October 2020

Motion by Meidam/Drummer to approve expenditures in the amount of \$76.34 from the Friends account and \$98.46 from the Building Fund for October 2020. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for October 2020 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for November 2020

Motion by Meidam/Drummer to approve expenditures for November 2020 in the amount of \$47,151.87 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Drummer to receive and place on file the financial statement for November 2020 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Library Trust/Gift Accounts for November 2020

Motion by Meidam/Drummer to approve expenditures in the amount of \$38.08 from the Friends account for November 2020. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for November 2020 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Library Director's Report

Interim Director Langebartels reported that we received Book Trucks from Covid Grant money which is helping with materials quarantine. Patron counts have been lower and we have been able to remain open serving the public's needs. People have been appreciative of our Library being open. We have a new desk clerk and welcome her. Meraki Wi-fi was updated which extended the successful usage range.

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

### RFID Project

No major changes, Adult CDs remaining to be processed.

### 2021 Budget

There was a clerical error in the City's Budget. This created a slight loss in revenue but Insurance was less than originally quoted so we still have a small increase in our budget.

Staff salary discussion: Director Langebartels shared information that the City has a salary matrix that stays in line with current market trends and going with a step increase would no longer align with that matrix. The matrix would give a 2% increase in pay for staff. Motion Drummer/Laabs to rescind the step increase in the 2021 budget and move to the matrix increase for staff in 2021. By voice vote, all voted in the affirmative. Motion carried.

### Holiday Hours

Motion by Clark/Daniels to approve Holiday Hours as presented. By voice vote, all voted in the affirmative. Motion carried.

### Library Services

Covid levels are fluctuating, patron traffic is lower, browsing is open on both floors, computer help is given only to masked patrons, curbside service is still available. If situation changes Director Langebartels will email Dan and Jackie to determine if we need a full board meeting to discuss services. Discussion of REALM versus Oregon study and determined that a two day quarantine is acceptable to the Board and can be reviewed at a later date.

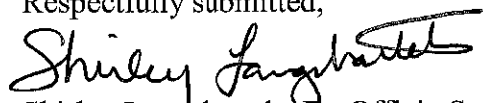
### Closed Session to review Library Director Applications:

Motion by Meidam/Daniels to move into closed session. By voice vote, all voted in the affirmative. Motion carried.

### Adjournment

Motion by Daniels/Meidam to adjourn at 7:56 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Shirley Langebartels, Ex-Officio Secretary/Interim Director

Approved by South Milwaukee Library Board of Trustees, 2/02/2021