



South Milwaukee Library  
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**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
February 2, 2021

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

Present: Clark, Daniels, Drummer, Meidam, Reszel, Suarez Lemke  
Excused: Laabs  
Library Staff: Langebartels Interim Director

President Reszel extended a thank you to those attending.

Adoption of Agenda

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

Public Comment: None.

Correspondence: Steve Schreiter updated the Library on the status of the Historical Society's newspaper digitization progress. The progress has been slow, in part due to the Pandemic.

Friends Update

The Friends donated \$4000 to the library for Programming purposes. The Friends January Clearance Sale went well and free books were given to 66 Children and 5 Teens. Valentine Gift Packs were created and put on display for sale in the Book Nook.

Board President's Report

The Library Board held interviews for the new Library Director. They were happy to have Nancy from the Friends participate in the interviews.

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

Personnel committee will hold discussion with the Board in the Closed Session regarding our new Library Director.

***Agenda Topics***

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

Minutes from the December 8, 2020 Regular Meeting of the Library Board of Trustees

Motion by Drummer/Clark to approve and receive and place on file the December 8, 2020 minutes. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for December Year End 2020

Motion by Meidam/Drummer to approve expenditures for December Year End 2020 of \$60,010.93 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 December Year End 2020 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Library Trust/Gift Accounts for December Year End 2020

Motion by Meidam/Drummer to approve expenditures of \$148.70 from the Friends account and \$969.48 from the Stosick Account for December Year End 2020. By voice vote, all voted in the affirmative. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for December Year End 2020 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for January 2021

Motion by Meidam/Drummer to approve expenditures for January 2021 of \$21,848.47 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 January 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Library Trust/Gift Accounts for January 2021

No monies were spent from the Library Trust/Gift Accounts in January 2021. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for January 2021. By voice vote, all voted in the affirmative. Motion carried.

### Library Director's Report

Among the many highlights: All staff are currently taking security training once a month through InfoSec IQ as provided by MCFLS. We are in the process of hiring a new shelver. Our IT support, Hieu Tran, passed away in December and MCFLS is in the process of hiring a new IT support person. How best to install the RFID Security Gates is an ongoing discussion/process and will require a coordinated effort by the City, the Library, and Biblioteca (see "RFID Project" below). Our general circulation of materials has increased this month even though it is still lower than last year. Our eCirculation has been higher than normal throughout the entire year. 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

Installation of the new gates will need further discussion, especially around installation/implementation ideas and collaboration. The library hopes to engage the City Engineer and Biblioteca to find the best solution. This project will probably be put on hold until the new Library Director begins.

### 2021 Budget

The budget is sound. The staff work area needs updated office furniture. Staff will research most efficient, effective and cost-value professional furnishings.

Holiday Hours

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

Closed Session to decide on hiring of the new Library Director:

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

Open Session

Return to open session. Motion by Reszel/Drummer to hire Tristan Marshall at the rate of \$38.30/hour, \$79,664/year with 3 weeks vacation in 2021. Marshall will need to obtain her Grade 1 Certification within one year. A start date of March 8 or within one or two weeks of March 8 would be anticipated. By voice vote, all voted in the affirmative. Motion carried unanimously.

Motion by Reszel/Daniels to transition Director Marshall with Interim Director Langebartels for a minimum of two weeks. By voice vote, all voted in the affirmative. Motion carried.

Board President Reszel thanked Interim Director Langebartels for her valued service and leadership. The full Board concurred.

Motion by Reszel/Drummer to sustain the current pay rate of two long-term library staff who have previously received the City's long standing "Longevity Pay" add-on. The city recently eliminated "Longevity Pay." Motion carried.

Adjournment

Motion by Daniels/Clark to adjourn at 7:41 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Shirley Langebartels, Ex-Officio Secretary/Interim Director  
Date Approved: February 23, 2021