



South Milwaukee Library  
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**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
**March 23, 2021**

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

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

Excused: Meidam

Library Staff: Langebartels Interim Director, Marshall Library Director

President Reszel extended a thank you to staff for access to the meeting space.

Adoption of Agenda

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

New Director Introduction

Tristan Marshall started as Library Director on March 8<sup>th</sup>, 2021. Introduction of Board Members to Marshall. The Board Members and Marshall extend a thank you to Langebartels for her service and leadership.

Public Comment: None.

Correspondence: None

Friends Update:

The Friends deposited \$1,077.61 into their account on 3/22/2021. The funds for the deposit came from book nook income, MOD Pizza fundraiser, Cousins fundraiser, and \$800 donation from the dissolving South Milwaukee Chamber of Commerce. The Friends need more items for the book sale. The Friends will consider utilizing social media to inform the public that the library is accepting donating items for the book sale. The Friends are looking into utilizing Better World Books for unsold book sale items.

Board President's Report

President Reszel commented on the improved Board Packet format. President Reszel asked that the Board of Trustees contact information be reviewed for correctness and update all phone numbers to include the area code. President Reszel discussed a meeting had with Langebartels and Marshall on 3/16/2021 to orientate Marshall on a large range of topics from RFID gate installation, staff dress code, and continuing education for Board Members. President Reszel recognized Trustee Clark for official membership to MCFLS Board of Trustees. Trustee Clark identified highlights of the first MCFLS Board of Trustees meeting attended including a MCFLS Marketing Plan and funding.

Committee Reports: Personnel and Finance, Legislation and Technology, & Building:  
None

### ***Agenda Topics***

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

#### Minutes from the February 23, 2021 Regular Meeting of the Library Board of Trustees

Motion by Daniels/Suarez Lemcke to approve and receive and place on file the February 23, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Drummer/Suarez Lemcke to approve expenditures for March 2021 of \$49,238.46 from the Operating Account pending Trustee Meidam's sign off. By voice vote, all voted in the affirmative. Motion carried. Motion by Drummer/Suarez Lemcke to receive and place on file the Financial Statement for March 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Drummer/Suarez Lemcke to approve as amended (renewal date on Stosick CD update from 05/09/2021 to 04/09/2021) expenditures of \$210.08 from the Friends account and \$15.16 from the Stosick Account for March 2021 pending Trustee Meidam's sign off. By voice vote, all voted in the affirmative. Motion by Drummer/Suarez Lemcke to receive and place on file the amended Library Trust/Gift Account Financial Statement for March 2021 as amended. By voice vote, all voted in the affirmative. Motion carried.

#### Library Director's Report

Langebartels reported a 22% increase in Collection Circulation for in-house and transit outgoing to other libraries of mainly adult materials. If Board Members would like to know details of community COVID information, they can go to <https://smwi.org/300/Coronavirus-COVID-19-Updates>. A winner and design were announced for the design the library card contest hosted by Librarian Prigge. The contest was well received by the public and staff. Marshall reported that MCFLS hired a new IT staff member who will be doing a site visit on April 22<sup>nd</sup>. A review of projects was completed and projects selected for prioritization in the next month are roof repair, point of sale, and RFID security gate installation. Motion by Drummer/Clark to receive and place on file the Director's Report as presented. By voice vote, all voted in the affirmative. Motion carried.

#### 2021 WI Public Library Annual Report/Statement Concerning MCFLS Effectiveness

President Reszel commented on the completion of the Annual Report and thanked Langebartels for the completion of the report. Langebartels commented that there is a revision process for the Annual Report if changes are required.

### 2021 Budget Review Recommendations

Marshall reported that during time as Interim Director Langebartels acquired 40 hours of comp time. To offset that amount of additional time worked Langebartels will be asked to take that time off before last day as Interim Director as of 04/02/2021.

Beginning 04/03/2021, Langebartels will move back to 20 hour per week Librarian position with an hourly rate of \$27.44. (This rate reflects Langebartels wage of \$26.90 as of 2020 updated with the 2% raise approved by the Library Board for employees in 2021).

### 2022 Budget Review/Recommendations

Trustee Suarez-Lemcke and Trustee Meidam will have an informational meeting with Marshall about initiatives for future library revenue.

### Library Services and Space (Discussion)

The Library Board has an interest in the development of shared workspace in the 1<sup>st</sup> floor of the library. The goal of this workspace would be to improve and modernize the space's efficiency. It would also be to provide a workspace for each professional staff member. Estimated cost would be \$15,000+ in furniture and \$2,000 in additional technology needed.

### Library Technology

Marshall informed the Board Members about technology updates at the library.

#### MCFLS Related

A new IT staff member was hired by MCFLS and will be conducting a site visit to the library on April 22<sup>nd</sup> 2021.

#### Internet Security

Library internet security needs reviewing. The library may need to consider a web filter on the computers in the Children's area.

#### Equipment

There are two PCs currently not working. When COVID restrictions begin lifting, there may be two less public computers available until they are fixed or replaced.

#### Future Guidelines

Marshall will develop a draft of future technology guidelines to bring to the Board.

#### Website

President Reszel brought up the importance of the library website. It is an important access point and representation of the library. It will be part of the technology guideline plan.

### RFID

#### Security Gates

The RFID Security Gate is one of the last pieces of that project. There will be additional costs to the installation due to building updates that will be required. Marshall will report on costs at the next Library Board meeting.

### Adjournment

Motion by Drummer/Daniels to adjourn at 7:30 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Shirley Langebartels, Ex-Officio Secretary/Interim Director

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved:

DRAFT