



South Milwaukee Library  
1907 10<sup>th</sup> Avenue  
South Milwaukee, WI 53172  
P (414)768-8195  
W [smlibrary.org](http://smlibrary.org)

---

**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
**May 25, 2021**

President Reszel called the regular meeting to order at 6:35 p.m.

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

Excused: Clark

Library Staff: Marshall Library Director

Adoption of Agenda:

Request by President Reszel to add on discussion for the library to be a permanent Election/Polling location. Motion by Daniels/Laabs to adopt the agenda as amended. By voice vote, all voted in the affirmative. Motion carried.

Public Comment: None.

Correspondence: None.

Friends Update:

Trustee Laabs updated that the Friends have a meeting on May 26, 2021. She will report back with information after the meeting.

Board President's Report:

President Reszel noted that August 4, 2021 is the annual Community Night out event and it would be a good opportunity for the Friends or Library to do outreach. He thanked Trustee Clark and Trustee Suarez Lemke for continuing on the Library Board for an additional term. He also thanked Trustee Daniels for all of her fine service and work effort during her tenure on the Library Board. Daniels's term will end on June 30 and will be filled by Joanne Sobolik. Trustee Sobolik will start on July 1. She is the K-8 Media Specialist for the South Milwaukee School District and is a South Milwaukee resident. Sobolik will be the School District Liaison for the Library Board

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

None.

MCFLS Update:

President Reszel explained that this is a new monthly agenda item. Trustee Clark is a Milwaukee County Federated Library System (MCFLS) Board Member. This will be an opportunity for Clark to update the Library Board on information from MCFLS.

## ***Agenda Topics***

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

### Minutes from the April 27, 2021 Regular Meeting of the Library Board of Trustees:

Motion by Laabs/Daniels to approve, receive, and place on file the April 27, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for May 2021:

Motion by Meidam/Drummer to approve expenditures for May 2021 of \$55,929.24 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 May 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Library Trust/Gift Accounts for May 2021:

Motion by Meidam/Drummer to approve expenditures of \$1,108.52 from the Friends account and \$591.57 from the Stosick Account for May 2021. By voice vote, all voted in the affirmative, motion carried. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for May 2021. By voice vote, all voted in the affirmative. Motion carried. President Reszel also expressed the gratitude of the Library Board for the Friend's generous donation/contribution towards the Summer Library Program.

### Library Director's Report:

Director Marshall reported on the staffing changes and hires in the last month. The 20 hour per week Librarian position vacated by Clare Reudinger was filled with current employee Emily Vosberg. Emily began this position on May 24<sup>th</sup> and her 20 hour per week Library Assistant position will be posted and hired for externally. Two new Shelves were also welcome to the library with anticipated start dates in June. Bethany Meyer was able to attend many WAPL conference events and will be starting a Board Game collection for lending.

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

### RFID Project:

Director Marshall reported that 15% of the CDs have been tagged and relabeled; the Gate is waiting until city maintenance staff have time to begin installation.

### 2021 Budget Review/Recommendations:

Director Marshall asked for a wage review for 16 hr per week Shelver, Kevin Dykstra. Kevin's current wage is \$9.06 per hire and he has 5 years of experience in his position. Marshall is asking for a review due to Kevin's time in the position and the need to train him for new employees starting at \$8.75 per hr. Marshall suggested raising Dykstra's wage to \$9.75. President Reszel suggested a raise to the maximum of the pay grade at \$10.00 per hour. Motion by Renzel/Daniels to raise Kevin Dykstra's wage to \$10.00 per hour starting on May 24<sup>th</sup> (the beginning of the most recent pay period). By voice vote, all voted in the affirmative. Motion carried.

### Funding Initiative

Trustee Meidam reported that herself, Trustee Suarez Lemke, and Director Marshall were researching different options and have a follow up meeting planned in early June. Meidam would like to report back with the final decisions at the June 2021 Library Board meeting.

### Library Services

Director Marshall reported on the following services and made future decisions on each area with suggestions and feedback from the Library Board:

- *Furniture* – the library will continue to add small amounts of furniture as needed (not prioritizing soft/cushioned seating).
- *Cleaning* – the library will go back to a normal cleaning routine schedule and no longer wipe down touchpoints with a high frequency.
- *Indoor Programming* – the library will see how the limited indoor summer programming goes and plan on limited indoor programming for Fall.
- *Computer Use* – the 90-minute computer time has been an improvement for patrons, we will talk about returning to 120 minutes at a future meeting.
- *Library Hours* – the library hours will begin to stay open until 7 pm starting July 7 if all goes well the library will begin to stay open until 8 pm starting September 7
- The *opening of study rooms and opening of meeting rooms* is not being extended. The return of *limited volunteering* is being opened.
- The *Library Board meetings* will continue to occur in the Children's area, with the area closing 1.5 hours before the meeting..

### Accounting Policies

Each of the following (5) Accounting Policies and Procedures had an initial read through at the Library Board meeting on April 27. Each of the policies and procedures was put up for approval:

- *Cash Register Procedure*
  - Motion by Drummer/Meidam to approve the *Cash Register Procedure*. By voice vote, all voted in the affirmative. Motion carried.
- *Accounting Procedure* – amended to *Accounting Policy*.
  - Motion by Daniels/Drummer to approve the amended *Accounting Policy*. By voice vote, all voted in the affirmative. Motion carried.
- *Daily Procedure*
  - Motion by Daniels/Meidam to approve the *Daily Procedure*. By voice vote, all voted in the affirmative. Motion carried.
- *Library Supply & Book Purchasing*
  - Motion by Drummer/ Suarez Lemke to approve the *Library Supply & Book Purchasing*. By voice vote, all voted in the affirmative. Motion carried.
- *Resolution Assigning Fund Balance*
  - Motion by Daniels/Laabs to approve the *Resolution Assigning Fund Balance*. By voice vote, all voted in the affirmative. Motion carried.

### Library Card Policy/Patron Permission

The *Library Card Policy* had an initial read through at the Library Board meeting on April 27<sup>th</sup>. President Reszel commented the intention of this updated policy was to get the policy in line with current procedures/technology and remove barriers to access.

Motion by Meidam/Drummer to approve the *Library Card Policy*. By voice vote, all voted in the affirmative. Motion carried.

### Patron Data Removal

Director Marshall explained the methods, process, and typical standards for patron data removal in the MCFLS system. She presented the Trustees with data that would show how much in fines or amount of patron records would be removed by each choice.

President Reszel commented that keeping the data for patrons longer could give them an opportunity to return to the library and still have their patron data in the system. After discussion the Library Board determined removing patron data/accounts that have been expired for 10 years was a good starting point.

### Future Technology Guidelines

Director Marshall provided an updated list to show the progress on the current *Technology Guidelines*.

### Community Covid Outreach

President Reszel discussed the support of the community by offering the library as a location to host Covid vaccination clinics. The Library Board was in agreement to contact the Health Department and see if they would like to utilize a space in the library for a vaccination clinic.

### Election/Polling Location

The Library Board discussed the merit of having the library be a permanent voting/polling location for the City of South Milwaukee. The Library Board was in agreement that this would be an asset for the library and the community. The City Clerk's office will be informed and asked to tour the facilities.

### Adjournment

Motion by Drummer/ Suarez Lemke to adjourn at 7:40 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Tristan Marshall, Ex-Officio Secretary/Library Director  
Date Approved: 6/22/2021