



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
April 27, 2021

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

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

President Reszel extended a thank you to staff for preparation of the meeting space and continued services.

Adoption of Agenda

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

Public Comment: None.

Correspondence: A note of thanks from a patron for the take and make STEM kits. Also noted was a positive comment from a patron on South Milwaukee Town Hall (Facebook Group).

Friends Update:

Trustee Laabs updated that the Friends organized a display in the library to honor National Poetry Month. It was led by Friends member Deb and included local poetry. The Friends will be supporting the Adult Summer Library Program by allowing coupons allowing "one free item" from the Book Nook as participation prizes. Friends Treasurer Cheryl is working on getting the finances in order so they are easier to track and share. The Friends are moving forward with a November 6th, 2021 book sale date. June 7th there will be a Cousins Fundraiser. Trustee Meidam suggested the consideration of a Friends presence at the Farmers Market. President Reszel thanked the Friends for their continued efforts and hard work.

Board President's Report

President Reszel thanked Trustee Clark and Trustee Suarez Lemke for continuing on the Library Board for an additional term they will continue through 6/30/2023. President Reszel also noted that the evening's packet had a lot of new accounting policies that needed updating and the voting on those policies would occur at the May 25th, 2021 Library Board meeting.

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 March 23, 2021 Regular Meeting of the Library Board of Trustees

Amend adjournment from Trustee Meidam (not present at March 23, 2021 meeting). Motion to approve as amended by Clark/Laabs to approve and receive and place on file the amended March 23, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for April 2021

Motion by Meidam/Daniels to approve expenditures for April 2021 of \$53,474.77 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Daniels to receive and place on file the Financial Statement for April 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for April 2021

Motion by Meidam/Daniels to approve expenditures of \$31.50 from the Friends account and \$225.36 from the Stosick Account for April 2021. It was also noted by Trustee Meidam that a \$52,000 CD was closed and moved into the Stosick fund. By voice vote, all voted in the affirmative. Motion by Meidam/Daniels to receive and place on file the Library Trust/Gift Account Financial Statement for April 2021. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report

Director Marshall reported on the planning process for the Summer Library Program. Marshall also mentioned the rise in computer use in the last two months at the library. Marshall added employee anniversaries to the Director's report and more information about programming and staff projects. Marshall mentioned that expanding library services restricted by COVID and accounting policies would be discussions for later in the meeting. Motion by Meidam/Clark to receive and place on file the Director's Report as presented. By voice vote, all voted in the affirmative. Motion carried.

2021 Budget Review/Recommendations

None.

2022 Budget Review/Recommendations : Planning – Funding Initiative

Trustee Meidam asked that this agenda item be renamed the Funding Initiative in upcoming agendas. Trustee Meidam reported the there was a meeting with herself, Trustee Suarez Lemke, and Director Marshall to discussion options. Meidam will be researching Endowment Funds similar to Cudahy Public Library. Suarez Lemke will be looking into grant options. Marshall will be applying for an ALA grant, looking into state rules about fundraising, and adding a donation page to the front of the library website.

Library Services

During Covid the library had to reduce hours and services to accommodate safety and legislation. As the need for different levels of safety and new research comes out there will be a slow move to increase hours and services until the library is back to full capacity. The Library Board will begin reviewing services at each Library Board meeting until the library is back to full services.

- *Quarantining materials* – the library stopped the 24-hour quarantine of items and donations due to research presented by the MCFLS system.
- *Furniture* – the library will add a few more tables and chairs to accommodate the rise in patron use.
- *Indoor Programming* – the library will mainly be doing outdoor programming this summer, but there will be a total of 6 indoor events (for children) with a limit of 6 registered participants, to allow for rain day programming
- *Computer Use* – the computer session time is increased 60 minutes to 90 minutes. The typical session is 120 minutes. There will be a goal to open up all public computer with appropriate social distancing..
- *Library Hours* – the library hours will stay the same and will be re-discussed at the May 25, 2021 Board meeting
- The return of *volunteers, opening of study rooms, and opening of meeting rooms* is not being extended. Per Trustee Daniels' recommendation the library will look into air quality of the Children's story room and other meeting areas.
- The *Library Board meetings* will continue to occur in the Children's area, but the Children's area will no longer be closed two days in advance of the meeting. It will be closed 1.5 hours in advance of the meeting.

Accounting Policies

Director Marshall explained that the library audit asked for the review of the following policies and procedures in December 2020. The Board of Trustees Contact List, Investment Policy, Payroll Procedures, and Purchasing Policy were up to date and did not need review. The Cash Register Procedure, Daily Procedure, Library Accounting Policy, Library AP & Payroll (obsolete), Resolution Assigning Fund Balance, and Library Supply and Book Purchasing (new policy) are presented to the Library Board for an initial read through. The policies and procedures will be reviewed at the May 25, 2021 Library Board Meeting.

Library Card Policy/Patron Permission

Director Marshall presented an updated draft of the Library Card Policy for an initial read through. Many of the suggested changes are to update the policy to current library practices already happening. The policy will be reviewed at the May 25, 2021 Library Board Meeting.

Incident Report

Director Marshall reported on an incident that involved a police presence at the library. The Incident Report was shared with the Library Board.

Patron Data Removal

MCFLS and other member libraries have standards for when patron accounts should be deleted from the system. The Library Board asked Director Marshall to prepare more information to help them understand the impacts of any decisions they would make.

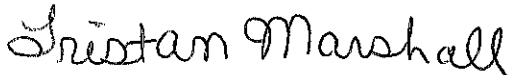
Future Technology Guidelines

Marshall shared a draft of a Technology plan to address library technology issues over the next year. Motion by Renzel/Clark to approve the purchase of 4 new computers with monitors at an estimated \$2500. By voice vote, all voted in the affirmative. Motion by Renzel/Clark to receive and place on file Technology Guidelines document. By voice vote, all voted in the affirmative. Motion carried.

Adjournment

Motion by Daniels/Meidam to adjourn at 7:45 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: May 25th, 2021