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South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
June 22, 2021

President Reszel called the regular meeting to order at 6:33 p.m.

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

Adoption of Agenda:

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

Public Comment: None.

Correspondence: None.

Friends Update:

Trustee Laabs updated that the Friends had a Cousins Fundraiser on June 7 that raised \$154. There is currently a buy 1 get 1 CD sale to move inventory and there has been significant merchandizing and work done downstairs. The Friends will have a booth at the August 4, Community Night Out event and in September at the Farmers Market. Laabs also reported that the Friends have been supporting the Summer Library Program with free item coupons from the Book Nook as reading incentives.

Board President's Report:

President Reszel reported on the importance of the library's commitment to community outreach and support. That commitment is demonstrated through the library becoming a polling location and hosting vaccination clinics. Reszel also thanked the Library Board, Director and staff for all of their hard work and commitment.

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

Trustee Drummer reported that a conference titled *Library 2.0 Reinventing Libraries in a Post Covid World* was a topic worth review and comment. Drummer will report on findings from that conference at a future meeting.

MCFLS Update:

None.

Agenda Topics

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

Minutes from the May 25th, 2021 Regular Meeting of the Library Board of Trustees:

Motion by Meidam/Drummer to approve, receive, and place on file the May 25, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for June 2021:

Motion by Meidam/Drummer to approve expenditures for May 2021 of \$55,168.70 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 June 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for June 2021:

Motion by Meidam/Drummer to approve expenditures of \$324.47 from the Friends account, \$86.94 from the Gift Account, \$412 from the Stosick Account, and \$1,716.29 from the Building Account. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for June 2021. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall reported on the patron data cleanup and the movement on adding security cameras and a gate counter to the library.

Marshall asked the Board to consider 2 weeks of vacation time for potential hire Derick Braun for Library Assistant. Marshall reported to the Board that Braun's experience made the request a reasonable concession.

Motion by Reszel/Drummer to allow new hire Derick Braun to have a starting vacation balance of 40 hours. By voice vote, all voted in the affirmative. Motion carried.

RFID Project:

Director Marshall reported that 60% of the CDs have been tagged and relabeled; the Gate will be installed in mid July.

Funding Initiative

Trustee Meidam reported on the research and efforts of the Funding Initiative. Ongoing sources of additional revenue could include; increase of individual donation, Friends of South Milwaukee Library, Grants, Merchandise, and paid for services. There could be an annual source of revenue from a fundraiser or business sponsorship. Long term funding could be available through an Endowment Fund.

President Reszel asked for a final report at the July 27 2021 Board Meeting on what the suggested action should be.

Library Services

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

- *Meeting Rooms* – based on feedback from the Health Department the public meeting rooms will be reopened for limited use and limited to group sizes of 10 or smaller. The Study Rooms will not be considered for opening until after September 2021.
- The *Library Board meetings* will continue to occur in the Children's area, with the area closing 1 hour before the meeting.
- *Water Fountains* – based on feedback from the Health Department the water fountains will be opened.

Technology Guidelines

Director Marshall reported on the ongoing projects of updating public use computers. Oak Creek IT has been a responsive provider for IT needs.

2020 Annual Report

Director Marshall reported that Page 8 and 9 of the Annual Report needed to be updated to show the allocation of state vs federal funding. The overall change does not have a large impact or change final amounts.

Voting/Vaccine

President Reszel provided information about this is the President's Board Report and more can be found in the Director's Report.

Summer Library Program

Director Marshall explained originally that all programs had registration requirements. Based on feedback and participation the registration requirements were lifted on some outdoor programs. The outdoor Children's storytime programs are well attended and the Adult Outdoor Book club is receiving positive feedback.

Code of Conduct

The *Code of Conduct and Safe Child Policies* had an initial read through. The review and vote of this policy will occur at the July 27 2021 Library Board Meeting. This policy draft was utilized from another library, so any other library names occurring in the policy will be amended to South Milwaukee Public Library.

Staff Space

The Director's office will be reconsidered as a shared staff space and computer lab.

Adjournment

Motion by Drummer/ Suarez Lemke to adjourn at 7:52 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 7/27/2021