



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

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

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

Excused: Clark

Library Staff: Marshall Library Director

Adoption of Agenda:

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

Public Comment: None.

Correspondence: None.

Friends Update:

Trustee Laabs reported that the Friends account balance is \$5,827. This has been income from grant, membership, and fundraisers. The recent bake sale/ item sale on July 29 \$138 was raised with bake sale items and \$61 was raised from item sales and donations.

There is a plan to go present with the library on August 4 Community Night Out. There will be a table information to pass out to community members.

Laabs reported that there is an ongoing effort to move items that are not selling in the book sale on to causes that could use them. Currently Human Concerns and Better World Books are the two organizations accepting those types of items.

Laabs further pointed out that there was a discussion at the recent Friends meeting to consider other incentives for membership including: bag sales, early shopping, coupons, and other ideas.

A suggestion was made by Trustee Drummer to have the Friends change the expiration date for membership to the end of the calendar year. This makes reminder for renewal and the collection of membership dues easier.

Other Library Board Trustees expressed interest in signing up for the Friends membership for 2022.

Board President's Report:

President Reszel noted that socially distanced meetings in the Children's area would continue and the Library Board would revisit the location at the October meeting.

Reszel introduced new Trustee member Joanne Sobolik. Sobolik is a South Milwaukee resident and the Media Specialist for K-8 in the South Milwaukee School District. Sobolik was welcomed and given introductions.

Reszel reported that Trustee Cory Clark will be resigning from the Board and his contribution and service was appreciated and noted.

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 June 22, 2021 Regular Meeting of the Library Board of Trustees:

Motion by Drummer/Suarez Lemke to approve, receive, and place on file the June 22, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Meidam/Drummer to approve expenditures for July 2021 of \$80,040.68 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 July 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for July 2021:

Motion by Meidam/Drummer to approve expenditures of \$588.30 from the Friends account, \$30.50 from the Gift Account, \$828.90 from the Stosick Account, and \$163 from the Building Account. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for July 2021. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall reported on ongoing COVID services, technology improvements, the concern that a majority of the computers are running on dated technology, and in person programming.

RFID Project:

Director Marshall reported that 70% of the CDs have been tagged and relabeled and the Gate installation is complete.

Funding Initiative

Trustee Meidam reported that the suggested actions be:

Building up a donor and volunteer base over the next few years.

Begin this process by having a low-key fundraiser event and potential merchandise collaboration with the Friends.

Identify grant options, with the library staff committing to applying for two grants annually.

Fundraisers through a Foundation. Director Marshall will reach out to previous Foundation members to see what results are possible.

Library Services

Director Marshall reported that the being open for an additional hours starting in July as not been a large strain on staff. There is not much use at the library past 5 pm so it would not be beneficial to look at expanding hours to full services in the next few months.

Technology Guidelines

Director Marshall reported on the ongoing projects of updating public use computers. There is likely going to be a large ticket estimate for technology upgrades and repairs at August 2021 meeting.

Credit Card Payment System

Voting/Vaccine

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

Stosick Project Opportunities

Director Marshall displayed project ideas for the Stosick fund with an emphasis on longer lasting projects including historical archives, puppets, and library shelving. The Library Board asked that the adult historical projects be voted on at the August 24 meeting and the Children's projects redraft their proposal with more information.

Cameras and People Counter

Director Marshall explained the \$12,500 Revolving Fund budget for cameras and displayed the initial estimate provided by Oak Creek IT department. The Library Board found the estimate favorable and Marshall will move forward with the project.

Shelver Position

The separation of a Shelver with a 6 hour per week position happened within the last two months. Marshall asked the Library Board to consider taking 4 of those hours and change Kevin Dykstra's 16 hour per week Shelver position to a 20 hour per week Shelver position. The other 2 hours per week would not be added on to another position.

Motion by Renzel/Drummer to approve Kevin Dykstra's position be moved to 20 hour per week as soon as possible. By voice vote, all voted in the affirmative. Motion carried.

Summer Library Program

Marshall provided a brief update on the success of the Summer Library Program, noting that the community was excited to participate in in-person programming again.

Little Free Library

Matthew Prigge will be presenting an idea to the Friends of SMPL to put a Little Free Library outside of the library. This will be a good community resource and allow a way to recycle materials not sold at the book sale.


Code of Conduct

The updated *Code of Conduct* was reviewed and amended. Drummer/Meidam moved to adopt the *Code of Conduct*. By voice vote, all voted in the affirmative. Motion carried.

Adjournment

Motion by Meidam/Drummer to adjourn at 7:48 p.m. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tristan Marshall".

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 08/26/2021