



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**  
**August 24, 2021**

President Reszel called the regular meeting to order at 6:31 p.m.

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

Excused: None

Library Staff: Marshall Library Director

Adoption of Agenda:

Agenda adopted to include 2022 Budget. Motion by Reszel/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 paperbacks might be changed to \$0.25 to move inventory for the book sale. Laabs also reported that the Friends are currently making t-shirts for members to wear at events. Currently in the Friends, account there is \$6,758.17. There has been a strong effort into moving out the overstock of unsold used book with having Human Concerns coming in for items and a majority of it being shipped out to Better World Books.

Board President's Report:

President Reszel notified that the search for a new Library Board member is on track. On September 7<sup>th</sup> a nomination for that position will be put before the Common Council. Reszel also asked that the Library Board consider the importance of beginning to focus on the development of a Strategic Plan for the Library. All Trustees agreed that this is an important focus and agreed that Reszel will begin the process of looking at consultants to aid in that process. Reszel will try to get consultants to attend a Library Board meeting to explain and present services.

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 July 27, 2021 Regular Meeting of the Library Board of Trustees:

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

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

Motion by Meidam/Drummer to approve expenditures for August 2021 of \$61,012.76 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 August 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Sobolik/Drummer to approve expenditures of \$422.92 from the Friends account, \$0.00 from the Gift Account, \$189.43 from the Stosick Account, and \$0.00 from the Building Account. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for August 2021. By voice vote, all voted in the affirmative. Motion carried.

### Library Director's Report:

Director Marshall reported that WiFi usage has increased, Summer Library Program reports will be given at the next Board meeting, staff continuing education is planned for next month, and the Technology Report will have more information to cover. The RFID project is also completely finished. Motion by Meidam/Drummer to approve the August 2021 Library Directors report as presented by Director Marshall and place on file. By voice vote, all voted in the affirmative. Motion carried.

### RFID Project:

Marshall reported that the RFID project is 100% complete and will no longer be on the monthly meeting agenda.

### Library Foundation

Bill Fenger of the Library Foundation met with Director Marshall and will begin the process of seeing what paperwork needs to be done to get the finances of the Library Foundation up to date.

### Library Services

Marshall reported that services are still where they were at last month (Children's play area closed, Meeting Room restricted to 10 people per use, study rooms closed, and closing at 7 pm). No recommendations to decrease or increase services were made.

### Technology Guidelines

Marshall reported on the technology assessment from Oak Creek IT and that all public computers are operating on Windows 7. There was two options for public computer replacement: new computer replacement or refurbishment. Motion by Reszel/Sobolik to spend \$7,494 on new public computers. By voice vote, affirmative Reszel, Suarez-Lemke, Drummer, Sobolik, voted yay (4); Laabs, Meidam voting nay (2). Motion carried.

### Credit Card Payment System

Marshall presented the Square system and said we would be moving ahead with setting up the payment system and opening the possibility of processing Friends purchases or donations. The Friends will be notified of the option and transactions handled as they choose.

### Stosick Project Opportunities

Matt Prigge submitted a proposal totaling \$3,419.80 to be utilized from the Stosick fund to complete four projects focused on local history: collect and catalogue library historical documents, build digital collection of historical resources, create multi-repositoring online finding aid for local history resources, and display historic images and documents for permanent display at the library. Motion by Drummer/Meidam to approve use of \$3,419.80 of Stosick funds for local history projects. By voice vote, all affirmative. Motion carried.

Stephanie Jurss also submitted a proposal totaling \$3,600 for Stosick funds. \$3,000 for shelving for picture book collection and \$600 for puppets. The vote on this funding will be at the Sept 28, 2021 Library Board meeting.

### Cameras and People Counter

Marshall reported that the revolving fund order (\$12,500) had been placed for the equipment for the cameras and people counter. Oak Creek IT is handling the order and installation.

### Summer Library Program

Marshall provided a brief update on the success of the Summer Library Program noting that official reports will be presented at the September 28, 2021 Library Board meeting.

### Joanne Sobolik's Article

Trustee Sobolik explained the need for a purchase grievance procedure and collection development policies. After the discussion, it was decided that Marshall will bring any current library procedures and example procedures from other libraries to the next meeting.

### Office Furniture

Marshall presented an option for purchasing office furniture for the 1<sup>st</sup> floor staff office. The Trustees wanted to see more options from vendors suggested by the city. Marshall will reach out to a vendor and report at the next meeting.

### Maintenance Costs (2020 & 2021)

The library has not incurred much in maintenance costs for 2020 and had not paid the 1<sup>st</sup> quarter maintenance costs for 2021. We can expect other costs for Q2-Q4 of 2021.

Adjournment

Motion by Drummer/Sobolik at 8:03 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

*Tristan Marshall*

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 9/28/2021