



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
September 28, 2021

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

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

Excused: None

Library Staff: Marshall

Adoption of Agenda:

Agenda adopted to include Amended Fee Schedule. 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 reported that the Friends financials are in a good position and there is \$4,000 available for library programming for the 2022 year. There is a book sale happening on November 6, 2021 and renewals for memberships will be going out.

Board President's Report:

President Reszel welcomed new Trustee David Maas and introductions were made. Reszel also explained the importance of Strategic Planning and looking at vendors to assist with the project.

WILS Strategic Plan Presentation – (Zoom / 6:45 pm)

Melissa McLimans, Consulting Team Lead from WILS presented how her team can assist libraries go through the Strategic Planning processing. McLimans spent 15 minutes describing the phases, steps, and flexibility that WILS provides. The estimated cost for the services was between \$8,000 - \$15,000 depending on the library's needs.

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 August 24, 2021 Regular Meeting of the Library Board of Trustees:

Motion by Meidam/Sobolik to approve, receive, and place on file the August 24, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Meidam/Drummer to approve expenditures for September 2021 of \$57,052.42 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 September 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for September 2021:

Motion by Sobolik/Drummer to approve expenditures of \$300.29 from the Friends account, \$0.00 from the Gift Account, \$665.60 from the Stosick Account, and \$86.73 from the Building Account. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for September 2021. By voice vote, all voted in the affirmative. Motion carried.

Fee Schedule Amendment:

Marshall proposed the updating of the fee card price for out of system residents from \$55.00 to \$25.00. There were no out of system card sold in the last year. Also adding a charge for notary services for non-South Milwaukee residents. Motion by Reszel/Drummer to update out of system card fee to \$25.00 and notary service as \$1.00 per page for non-South Milwaukee residents.

Library Director's Report:

Director Marshall reported that this month was heavily focused on staff development, the camera project is taking longer than expected, and Stosick projects are underway.

Motion by Laabs/Sobolik to approve the September 2021 Library Director's report as presented by Marshall and place on file. By voice vote, all voted in the affirmative. Motion carried.

Library Board Contact List

The Library Board contact list was updated to include contact information for Trustee Maas and update Trustee Laabs's address.

2022 Budget

Due to a clerical error adjustments of 5% reduction needed to be made to the 2022 Budget.

2020-2025 Revolving Budget

Marshall reported that for the 2021 Revolving Fund, \$10,500 was requested for a public printing station and software, and \$400 for a replacement laminator.

2020 Library Audit

Marshall distributed a copy of the library audit and commentary to the Trustees.

Fund Initiative

Meeting with local community leaders to address fundraising ideas will be happening in the next few months. Marshall will initiate those meetings.

Library Foundation

No updates.

Library Services

Marshall reported that a Little Free Library is being funded by the Friends of SMPL. Matthew Prigge will be building the LFL from discarded library shelving materials. It will be placed in front of the library.

Technology Guidelines

The large projects are the camera installation and public computers. Those are both moving forward.

Covid Policy for Employees

A city of South Milwaukee Covid Policy for Employees was shared with the Trustees so they were up to date on how Covid situations would be handled.

Credit Card Payment System

The system is working well.

Stosick Project Opportunities

Puppets (Children)

Shelving (Children)

Motion by Sobolik/Suarez Lemke to approve use of \$3,000.00 of the Stosick fund for shelving for the Children's area, and \$600.00 of the Stosick fund for puppets. By voice vote, all affirmative. Motion carried.

Cameras and People Counter

Installation still in place.

Phone and Internet Services

Contracts have been signed for moving over telephone service from TDS to AT&T. Awaiting installation.

Summer Library Program

Official Summer Library Reports were presented to the Trustees.

Purchase Grievance

An example policy from Muskego was provided to the Library Board and other resources for further review.

Office Furniture

Layout of furniture was provided without pricing from Henricksen. A quote will be provided at the next Library Board meeting.

Adjournment

Motion by Reszel/Meidam at 8:10 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted, *Tristan Marshall*

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 10-26-2021