



South Milwaukee Library  
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**BOARD OF TRUSTEES  
Minutes  
Regular Meeting  
November 23, 2021**

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

Present: Drummer, Laabs, Maass, Meidam, Reszel, Sobolik

Excused: Suarez Lemke

Library Staff: Marshall

Adoption of Agenda:

Agenda updated to move Stosick Update to beneath Minutes Approval. Motion by Drummer/Maass to adopt the amended agenda. By voice vote, all voted in the affirmative. Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee Laabs reported that the bake/book sale made a total of \$1,389, including \$90 from t-shirts and \$83.50 in credit card sales. There is a current balance of \$9,462.03 in the Friends account. Director Marshall commented on the hard work and positive atmosphere that the volunteers had. Trustee Drummer suggested a future fundraiser of selling second hand jewelry in conjunction with the book sale for an additional revenue opportunity. President Reszel suggested inviting a member of the Friends group to sit on Library Board meetings as a non-voting member. Trustee Meidam commented that it should be written into the bylaws.

Board President's Report:

President Reszel presented the idea of not having a Library Board meeting in December and it was agreed upon. The financials for that meeting will be reviewed by the Finance Committee and approved at the January 25, 2022 Library Board meeting. Reszel will present Board Bylaws with Friends non-voting member addendum at the January 25, 2022 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 October 2021 Regular Meeting of the Library Board of Trustees:

Motion by Meidam/Sobolik to approve, receive, and place on file the October 26, 2021 minutes. By voice vote, all voted in the affirmative. Motion carried.

### Stosick Project Update:

Librarian Matt Prigge reported on the continued development of the Local History projects currently being supported by the Stosick fund. Prigge reported that there is a local history page available on the library's website that links to uploaded yearbooks, Bucyrus *Scoop* magazine, and other digital projects. Prigge reported on the continued development of working with the local Historical Society and helping them inventory their collection. Prigge will come to the Library Board in 2022 with any new ideas.

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

Motion by Meidam/Drummer to approve expenditures for November 2021 of \$72,259.44 from the Operating Account. It was noted by Meidam that this amount is higher than usual due to an Insurance payment for \$11,036. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Drummer to receive and place on file the Financial Statement for November 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Meidam/Drummer to approve expenditures of \$492.40 from the Friends account, \$0.00 from the Gift Account, \$2,161.10 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 November 2021. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Capital/Revolving Fund Accounts for November 2021:

Motion by Meidam/Drummer to approve expenditures of \$7,200 from the Capital account and \$18,480.80 from the Revolving Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Drummer to receive and place on file the Capital and Revolving Funds for November 2021 as presented. By voice vote, all voted in the affirmative. Motion carried.

### Library Director's Report:

Director Marshall reported on the advancement of the camera and new public PCs project. Motion by Meidam/Sobolik to approve the November 2021 Library Director's report as presented by Marshall and place on file. By voice vote, all voted in the affirmative. Motion carried.

### Library Services:

No decision to change current library services related to COVID.

### Technology Guidelines:

Marshall reported on a 10-week wait/delay for the print/pay kiosk. It will save time and money to install all of the new technology at one time. Installation is hopefully slated for late January 2022.

Strategic Plan:

Marshall reported that funding of Adult Nonfiction could be moved from Stosick in 2022, freeing up \$9,200 for Strategic Plan funding. Reszel led the conversation about the importance of the Strategic Plan to help move the library forward. Trustees agreed to invite back vendors for a 2<sup>nd</sup> round of Q&As in the January 2022 and February 2022 Library Board meetings.

Office Furniture:

Discussion was tabled until the January 2022 Library Board meeting.

Capital Expenditures:

Marshall reported the capital expenditures needed to be submitted to the City of South Milwaukee for 2024-2026 by January 7, 2022. Trustees agreed the necessary improvements like heating actuators needed to be requested. Additional capital expenditures like generators will be discussed with city leaders.

Collection Development (Grievance) Policy:

Trustees will read through the policy and send any corrections or feedback to Marshall for a review of revisions at the January 25, 2022 Library Board meeting.

Marketing Plan – Social Media Discussion:

Trustees will read through the policy and send any corrections or feedback to Marshall for a review of revisions at the January 25, 2022 Library Board meeting.

Adjournment:

Motion by Meidam/Sobolik at 8:12 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 1-25-2022