



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
September 27, 2022

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

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

Friends: None

Excused: Suarez-Lemcke

Library Staff: Marshall

Adoption of Agenda:

Reszel/Sobolik motion to adopt agenda to include Mayoral Discussion, and adopt amended agenda. By voice vote, all voted in the affirmative. Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee Laabs shared that the Library has been working with the Friends to apply for grants. The Cousins quarterly fundraiser will be getting set up and biannual book sale is on November 5. Snacks and beverages are now for sale at library due to a donation from the Friends.

Board President's Report:

President Meidam welcome Board Members for their years of services and welcomed new Trustee Marquardt. Meidam noted Marquardt's 21 years of experience with the South Milwaukee School District and introduced her to the group.

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, 2022 Regular Meeting of the Library Board of Trustees:

Motion by Meidam/Sobolik to approve, receive, and place on file July 2022 minutes as amended. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for September 2022:

Motion by Maass/Sobolik to approve expenditures for September 2022 of \$52,330.01 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Sobolik to receive and place on file the Financial Statement for September 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for September 2022:

Motion by Maass/Sobolik to approve expenditures of \$357.38 from the Friends account, \$22.78 from the Gift Account, \$10,832.67 from the Stosick Account, and \$57.57 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Sobolik to receive and place on file the Library Trust/Gift Account Financial Statement for September 2022. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall reported on a month of heavy meetings, facility updates, and coverage for staff that were out due to illness. Motion by Sobolik/Maass to approve and put on file the Library Director's Report for September 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Strategic Plan Update and Discussion

Reszel did a brief overview and presentation of the Strategic Plan process and the work that has been happening on the plan since spring of 2022. Motion by Reszel/Marquardt to approve and put on file the Strategic Plan from 2022 to 2027 as presented. By voice vote, all voted in the affirmative. Motion carried.

Assistant Library Director

Marshall explained that Bethany Meyer is being proposed to move into the Assistant Director position as of January 1 2023. Meyer has been acting to duties similar to this role for nearly two years and is uniquely qualified based on the attached documents. Meyer is willing to move the starting pay range for that position (it would be equal to the step in her current position) and forgo the typical city 5% raise with a promotion in lieu of early access to an additional week of vacation. Marshall also presented the updated Assistant Director position description. The filling of Meyer into this position would eliminate the full time Librarian position that Meyer currently has.

Motion by Maass/Sobolik to fill Assistant Library Director position with Bethany Meyer starting January 1, 2023. By voice vote, all voted in the affirmative. Motion carried.

Motion by Maass/Sobolik to start Meyer at the 1st step in the Assistant Library Director position and also give early access to one week of vacation. By voice vote, all voted in the affirmative. Motion carried.

Motion by Maass/Sobolik to approve updated Assistant Library Director position as presented. By voice vote, all voted in the affirmative. Motion carried.

2023 Budget

Marshall explained an additional expense saving would be to not allow executive positions (Library Director and Library Assistant Director) to cash out sick time at the end of the year for 2023 and 2024. The Trustees expressed concern that staff would consider reduction in benefits, but Marshall said it was a willing staff choice. Motion by Sobolik/Meidam to withhold sick time payout at the end of the year for executive positions for 2023 and 2024. By voice vote, all voted in the affirmative. Motion carried.

Annual Audit

A general review of the annual audit draft as presented.

Review of Board Committees and Bylaws

President Meidam reviewed the different committees and suggested updating members and the listing of those members. The committees will be reviewed at the October Library Board meeting.

Fundraising Initiative

Three annual fundraising events will be presented to the Library Board at the October meeting. The Library Board will review and select one annual event to focus on planning. Marshall explained having an event unique to the time and type in the community would help ensure it is not encroaching on other fundraising efforts in the community.

Closing Public PCS on 1st Floor During Major Attendance Voting Days

Marshall reported that due to the small layout for the 1st floor polling location it would be beneficial to close public access computers on the 1st floor during large turn out voting days. The next major voting day in November would be the first trial of this.

Snowblower and Snowblower Storage

Marshall presented a new snowblower and storage for \$1,344. The current snowblower is near the end of its useful life and needs replacing. Storage will increase the lifespan of the replacement snowblower. Motion by Sobolik/Marquardt to approve the use of \$1,344 in fund to purchase a new snowblower and storage for the snowblower. By voice vote, all voted in the affirmative. Motion carried.

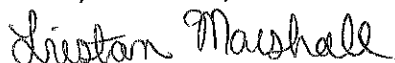
Computer Lab – New Computers

This issue will be moved to a future meeting.

Adjournment:

Motion by Reszel/Sobolik at 7:35 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 10-25-2022