



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
January 24, 2023

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

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

Excused: None

Library Staff: Marshall, Meyer

Adoption of Agenda:

Sobolik/Reszel motion to adopt agenda. By voice vote, all voted in the affirmative. Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee Laabs and Trustee DeMont reported on future Friends events including: Black History Month event on February 4th from 1 pm to 2:30 pm and how a mini book sale would be arranged with a special display for Black History Month, bake sales in February and April for voting, the biannual book sale May 6, and the possibility of expanding the book nook.

Board President's Report:

President Meidam welcomed Trustee DeMont to her first official meeting as a library board member. Introductions were made from all attending the meeting.

Committee Reports: Personnel and Finance, Legislation and Technology, & Building:

Trustee Reszel shared an informative article about the privatization of the Huntsville Public Library. Reszel contacted that library to get an understanding of how this happened. It is important for the Library Board to understand different challenges and changes in the library community.

Agenda Topics

The Board of Trustees reserves the right to take action on any of the items listed below.

Minutes from the November, 2022 Regular Meeting of the Library Board of Trustees:

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

Expenditures from the Operating Budget and Financial Statement for December 2022, Financial Statement for End of Year 2022, and Financial Statement for January 2023:

Motion by Maass/Sobolik to approve expenditures for December 2022 of \$53,803.41 from the Operating Account, to approve expenditures for End of Year 2022 updated to \$82,789.73 from the Operating Account, and to approve expenditures for January 2023 of \$29,878.55 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 December 2022, Financial Statement for End of Year 2022, and Financial Statement for January 2023 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for December 2022, End of Year 2022, and January 2023:

Motion by Maass/Sobolik to approve expenditures for December 2022 of \$33.43 from the Friends account, \$370.68 from the Gift Account, \$204.96 from the Stosick Account, and \$0.00 from the Building Account, expenditures from the End of Year 2022 of \$0.00 from the Friends account, \$0.00 from the Gift Account, \$2,761.00 from the Stosick account, and \$0.00 from the Building Account, and expenditures from January 2023 of \$75.00 from the Friends account, \$0.00 from the Gift Account, \$56.76 from the Stosick Account, and \$0.00 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 December 2022, Library Trust/Gift Account Financial Statement for End of Year 2022, and Library Trust/Gift Account Financial Statement for January 2023. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall shared that there has been a lot happening at the library in the last few months including updates to maintenance billing, new timekeeping system, staff anniversaries, Library Legislative Day on February 7, first small fundraiser, and how the library is moving forward on following the Strategic Plan. Motion by Maass/Sobolik to receive and place on file the January 2023 Director's Report. By voice vote, all voted in the affirmative. Motion carried.

Trustee Contact Information

Trustee DeMont's information was added to the Trustee Contact Information and all others were asked to point out corrections or update. Motion by Marquardt/Reszel to approved the Trustee Contact Information as amended for 2023. By voice vote, all voted in the affirmative. Motion carried.

MCFLS Library Record Deletion in Sierra

Director Marshall presented the MCFLS standards for deleting patron records and asked if the Library Board would like to consider adopting those standards. Discussion ensued about fund balances owed, patrons who may want access to older records, and other concerns. It was agreed that the discussion would be tabled and reassessed in one year.

Combine Payroll Descriptions for Library Financial Statement

Marshall explained that the City of South Milwaukee adopted a new online payroll software. Because of this new software the payroll work for the library is being done twice, once in the Excel spreadsheet version and second in the BSA Online approval of timecards and reports. Marshall asked if the Library Financial Statement could be updated to just Wages-Professional instead of breaking down the wages into Wages-Professional, Wages-Support Staff, Wages-Temporary Staff, and Wages-Custodial. Those different categories are currently not utilized by the Library Board and the balances of those different categories could be acquired through a report request to Payroll at City Hall at any time. Motion by Sobolik/DeMont to update the Library Financial Statement to have Wages-Professional, Wages-Support Staff, Wages-Temporary Staff, and Wages-Custodial all listed under one line for Wages-Professional. By voice vote, all voted in the affirmative. Motion carried.

Emergency Closures

Marshall discussed the need for an update and expansion on the current Emergency Closure plan. Important aspects like limited staffing, weather emergencies, and decision making were discussed. Marshall and Assistant Director Meyer will draft a version of an updated *Emergency Closure Policy* for review at the February 2023 meeting. The Library Board asked that the South Shore libraries and City Hall policies get reviewed before the draft is written.

Legislative Day

Marshall commented that she will be in attendance in Madison for the February 7, 2023 Library Legislative Day hosted by the Wisconsin Library Association. Marshall asked if there were any specific messages or communication that that Library Board would like during the brief meetings with law makers. Board members asked for law makers to understand the strengths of the South Milwaukee Public Library but also its need for more support and funding.

Fire Panel Replacement

Marshall explained that there may not be Fire Panel quotes available for the February 2023 meeting because it takes a lot of assessment and preparation for the vendors to prepare that quote. Marshall has been submitting reports and blueprints to help aid in the supply of those quotes.

Community Grant

The Community Grant was submitted via the Friends of the South Milwaukee Public Library with a focus on fundraising seed money, Children's play area enhancement, and Computer Lab.

Fundraising

A fundraising meeting will be scheduled in the near future for two fundraiser events: Family Bowling Night and Murder Mystery Dinner.

Staffing Timeline

Marshall shared that the library Trustees have difficult decisions to make to balance the budget for 2024. To make those decisions they should be done with transparency and on a timeline. In May, Meyer and Marshall will present options to the Library Board. It will give the Trustees two months to review and research these options before voting on final plans in the July 2023 meeting. This would give the library, board, and staff five full months to prepare for 2024. This timeline will be shared with staff by Marshall.

Record Retention Review

Marshall explained that record retention for the library is set by Wisconsin laws and explained that that is what we follow. Marshall did a brief review of where that information is found and informed the board that the proper disposal of some records that no longer need to be maintained were in the planning process to be shredded.

Policy Review and Timeline

Meyer and Marshall presented a list of policies that library should have. Only four of those policies were current and did not need revising. Meyer shared a list of policies and tentative dates for their review at board meetings through 2023. Trustees shared thoughts on policies that they would like reviewed first and Meyer updated the schedule.

Adjournment:

Motion by Sobolik/Reszel at 8:17 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Tristan Marshall

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 02/28/2023