



South Milwaukee Library  
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**BOARD OF TRUSTEES  
Minutes  
Regular Meeting**

**April 27, 2023**

President Meidam called the regular meeting to order at 5:30 p.m.

Present: DeMont, Laabs, Maass, Marquardt, Meidam, Sobolik  
Excused: Reszel  
Library Staff: Boswell

Adoption of Agenda:

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

Public Comment:

Director Boswell reported two official concerns about changes to the library hours. Those concerns were directed towards the need of more evening hours and more hours in general.

Correspondence:

None.

Friends Update:

DeMont reported that the poetry event was a success, April 25 is the Cousins Fundraiser, and May 6, 2023 is the biannual book sale.

Board President's Report:

President Meidam wished everyone a Happy National Library week and thanked staff for their efforts to bring the celebration into the library. Meidam reported about the progress of the state budget and the possible addition of shared revenue through sales tax.

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 March 2023 Regular Meeting of the Library Board of Trustees:

Motion by Maass/Marquardt to approve, receive, and place on file March 2023 minutes. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for April 2023

Motion by Maass/DeMont to approve expenditures for April 2023 of \$51,161.02 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Marquardt to receive and place on file the Financial Statement for April 2023. By voice vote, all voted in the affirmative. Motion carried.

### Expenditures from Library Trust/Gift Accounts for April 2023

Motion by Maass/DeMont to approve expenditures for April 2023 of \$203.53 from the Friends account, \$0.00 from the Gift Account, \$1,560.99 from the Stosick Account, and \$0.00 from the Building Account. Motion by Maass/Marquardt to receive and place on file the Library Trust/Gift Account Financial Statement for April 2023. By voice vote, all voted in the affirmative. Motion carried.

### Library Director's Report:

Boswell reported on the renewal costs of the WiFi license access points, continued progress on staff development, and progress on budget work. Motion by Marquardt/Maass to receive and place on file the Library Director's report for April 2023. By voice vote, all in the affirmative. Motion carried.

### Caregiver Computer Desk

Trustee DeMont shared an example of a shared workspace that allowed for a safe space for a young child to safely play in a contained area by a guardian/caregiver. This kind of space use would be very helpful and should be kept in mind if funding or grants are available for that type of improvement.

### Fine Forgiveness

Trustee Sobolik asked that the Library Board consider options that would allow patrons to find alternative ways to bring down fines in lieu of cash payment. The board discussed what that means and will touch base again at the June 2023 meeting.

### Six Month Strategic Plan

Boswell presented the timeline that was introduced in the planning process of the Strategic Plan. Most points are all moving ahead and currently on schedule. Trustees did not ask for a change in the current movement towards those goals.

### Child Safety Policy (Review for Approval)

Motion by Maass/DeMont to approve *Child Safety Policy* as presented. By voice vote, all in the affirmative. Motion carried.

### Code of Conduct Policy (Review for Approval)

Motion by Sobolik/Marquardt to approve *Code of Conduct Policy* as presented. By voice vote, all in the affirmative. Motion carried.

### Emergency Closing Policy (Review for Approval)

2<sup>nd</sup> reading at the May 2023 meeting.

### Library and Computer and Internet Use Policy (Review for Approval)

2<sup>nd</sup> reading at the May 2023 meeting.

Fax Disclaimer Service (1<sup>st</sup> Reading)

Review for approval at May 2023 meeting.

Public Comment Policy (1<sup>st</sup> Reading)

Review for approval at May 2023 meeting.

Circulation Policy (1<sup>st</sup> Reading)

Review for approval at May 2023 meeting.

Bed Bug Policy (1<sup>st</sup> Reading)

Review for approval at May 2023 meeting.

Fee Schedule (1<sup>st</sup> Reading)

Review for approval at May 2023 meeting.

Budget Review

Boswell presented figures on how movement towards balancing the 2024 budget was going.

Fire System and Panel

The board was presented with three separate quotes for replacement of the Fire Alarm system and one quote for replacing just the Fire Alarm panel. Motion by Sobolik/Mass to accept the quote from Certasite under the condition a final review of the vendor and service was reviewed with the Fire Department and City Administration. By voice vote, all in the affirmative. Motion carried.

Adjournment:

Motion by DeMont/Sobolik at 7:30 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved:

5/25/2023