



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting

May 25, 2023

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

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

Excused: Marquardt

Library Staff: Boswell

Adoption of Agenda:

Sobolik/Maas motion to adopt amended agenda. Agenda amended to include: Board Meeting location. By voice vote, all voted in the affirmative. Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

DeMont reported the May 6 book sale brought in about \$1600, the July 24 Cousins Fundraiser made \$270, and the Friends of SMPL were awarded a Bucyrus Commons Grant to set up the computer lab and updated Children's area.

Board President's Report:

President Meidam gave an appreciative thank you to Trustee Laabs for years of service. Laabs was instrumental in setting up the Friends of SMPL and will continue to be an active member despite resigning from the Library Board at the end of June 2023.

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 April 2023 Regular Meeting of the Library Board of Trustees:

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

Expenditures from the Operating Budget and Financial Statement for May 2023

Motion by Maass/Laabs to approve expenditures for May 2023 of \$48,263.17 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Reszel to receive and place on file the Financial Statement for May 2023. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for May 2023

Motion by Maass/Sobolik to approve expenditures for May 2023 of \$449.20 from the Friends account, \$0.00 from the Gift Account, \$1,424.43 from the Stosick Account, and \$0.00 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Reszel to receive and place on file the Library Trust/Gift Account Financial Statement for May 2023. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Boswell reported it had been a productive month at the library with three grants applied for, the Bucyrus community grant received, development of fundraising with the Friends, and good adult programming attendance. Discussion ensued about reaching out to the South Milwaukee Historical Society to see if they wanted to do an event to commemorate the completion of the newspaper archives. Motion by DeMont/Maass to receive and place on file the Library Director's report for May 2023. By voice vote, all in the affirmative. Motion carried.

Bucyrus Community Grant – Friends of SMPL (Computer Lab & Children's Play Area)

Boswell presented a copy of the grant application that the Friend of SMPL submitted for the Bucyrus Commons grant process.

Fire Alarm Replacement

Boswell reported that check-ins with the vendor has been done weekly since the project was approved at the April 2023 meeting. The vendors are still in the process of gathering a team and do not have an anticipated start date. Boswell will continue with check-ins.

Hold Lockers

Meidam presented information on lockers that other county libraries are using so that patrons can access materials. This would be helpful for access to holds outside of library operating hours and could be a creative solution to the library's reduced hours. The project estimate was included in the packet and should be earmarked as a future potential funding option.

Storage Server for Historical Material

Boswell presented that the Newspaper data was double the memory expected (8TB) and the current computer with extended memory will not be a logistical long-term solution for storage. Oak Creek IT identified that a server would need to be purchased to ensure the hosting of that data on our website for the next 5 years. The City of South Milwaukee has a server available that was not utilized and could

be purchased for \$2,473.52. Trustee Maass asked for a review of clouding hosting costs before the server purchase would be approved. Boswell will prepare a pricing option for the June 2023 meeting.

Unscheduled Closing Policy (Review for Approval)

Motion by DeMont/Sobolik to approved the *Unscheduled Closing Policy* as presented. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Reszel/Sobolik to approve the amended version of the *Library and Computer and Internet Use Policy*. Amendments included paragraph 4, deletion of sentence 2, removal of words “in the future” from paragraph 6, removal of words “the following” from paragraph 8, removal of sentences 1 & 2 of paragraph 9, and addition of sentence “Computers are available with an internet filter in the children’s area.” By voice vote, all in the affirmative. Motion carried.

Fax Disclaimer Service (Review for Approval)

This was already an existing policy and the Trustees decided to keep it without revisions. No motion needed.

Public Comment Policy (Review for Approval)

This policy will be added to the June 2023 meeting agenda for more discussion.

Circulation Policy (Review for Approval)

This policy will be added to the June 2023 meeting agenda for more discussion.

Fee Schedule (Review for Approval)

This policy will be added to the June 2023 meeting agenda for more discussion.

Budget Review

Boswell said there was no change since the last update at the April meeting. Trustee Reszel reported on a meeting had with City Administration in preparation for the 2024 budget and 5 years forward. At this time city funding is dependent on sales tax revenue in biannual state budget.

Board Meeting Location

The Library Board meetings had been moved from their original location of the Board Room to the 2nd Floor Children’s area to help with COVID safety and maintaining distance. Now that the World Health Organization has ended the pandemic and library hours are reduced the board considered moving those meetings back to the Board Room to allow access for families to the Children’s area, instead of closing it for meetings. Motion by Reszel/DeMont to move Library Board meetings back to the Board Room and no longer in the Children’s area. By voice vote, all in the affirmative. Motion carried.

Adjournment:

Motion by Sobolik/Reszel at 7:01 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Bethany Meyer Tristan Boswell

Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: *6/22/23*