

South Milwaukee Library  
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South Milwaukee, WI 53172  
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**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**

**July 27, 2023**

President Meidam called the regular meeting to order at 5:34 p.m.

Present: DeMont, Fenger, Maass, Marquardt, Meidam, Sobolik

Excused: Reszel

Library Staff: Boswell

Adoption of Agenda:

Sobolik/Marquardt motion to adopt agenda. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

Public Comment:

Director Boswell presented communication from the Bucyrus Museum about the success of the Children's story time event including photos.

Correspondence:

None.

Friends Update:

Trustee DeMont discussed the review of the Friends of South Milwaukee Public Library bylaws. After this review it was noted that there needs to be 5 voting board members and the Friends have been operating with 4. In response to this correction Nancy Senn, a previous President of the Friends, will step in as a voting member. Fundraising efforts are going well with \$41 raised at the South Milwaukee Market, \$270 raised with Cousins, and \$320 in donations.

Board President's Report:

President Meidam welcomed and introduced new Board Trustee Bill Fenger. Fenger has spent over 16 years on the Board of Education, 22 years as the South Milwaukee municipal judge, 44 years with the Lions, and a family history that runs deep in South Milwaukee. Other Trustees introduced themselves and welcomed Fenger.

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

Details found on the Director's Report.

## ***Agenda Topics***

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

### Minutes from the June 2023 Regular Meeting of the Library Board of Trustees:

Motion by DeMont/Marquardt to approve, receive, and place on file June 2023 minutes. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for June Amended 2023:

Motion by Maass/DeMont to approve expenditures for June Amended 2023 of \$45,299.13 from the Operating Account. Motion by Maass/DeMont to receive and place on file the Amended Financial Statement for June 2023. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

### Expenditures from the Operating Budget and Financial Statement for July 2023:

Motion by Maass/Sobolik to approve expenditures for July 2023 of \$76,058.31 from the Operating Account. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried. Motion by Maass/Sobolik to receive and place on file the Financial Statement for July 2023. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

### Expenditures from Library Trust/Gift Accounts for July 2023:

Motion by Maass/DeMont to approve expenditures for July 2023 of \$553.88 from the Friends account, \$0.00 from the Gift Account, \$1,545.36 from the Stosick Account, and \$0.00 from the Building Account. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried. Motion by Maass/Meidam to receive and place on file the Library Trust/Gift Account Financial Statement for July 2023. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

### Library Director's Report:

Boswell provided updates on the server for newspaper data, ongoing installation of computer lab and children's play area projector, staff anniversaries, Matthew Prigge's last day on July 13, Shirley Langebartel's upcoming retirement on September 19, unexpected automatic front door repair, and the wait for the fire alarm installation date. A brief update on the Strategic Plan and summer reading were included along with statistical overview of services. Motion by Maass/Marquardt to receive and place on file the July 2023 Library Director's Report. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

### Library Trustee List:

Boswell updated the Library Trustee Contact list to reflect committee memberships and Fenger's contact information. The list was reviewed by Trustees for accuracy.

Friends Book Sale with Vendors:

Boswell sought input from the Trustees on if the Friends of the South Milwaukee Public Library would consider allowing vendors to sell at their book sale or another separate event. Discussion ensued and there was no objection.

Grant Purchase and Reimbursement (Computer Lab/Kids Play Area):

Boswell reported on the progress of computer lab and kids play area enhancements. The grant was obtained through the Friends and the grant funds were presented to that group. When possible the Friends will pay expected costs by check and invoice. In some areas only credit card is acceptable payment and in those the library will pay the expense and be reimbursed by the Friends via check. Boswell is in the process of checking with the City Treasurer and Baker Tilly to check if that accounting method is suitable.

Library Holiday Schedule 2024:

Boswell presented a draft of library holiday closures for 2024. There were no major changes from the 2023 schedule. Motion by Sobolik/DeMont to approve the Library Holiday Schedule 2024. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

Shelvers Wage Review:

Boswell presented a potential future issue with the current Shelver LTE position and wage scale being lower than the surrounding market. If these positions need to be filled it could cause a future issue in hiring and retaining. The Trustees asked Boswell to collect wages and job descriptions from surrounding libraries, what would be necessary to alter those wages with the city, and other information to present at the August 2024 board meeting.

Chris Dolan Wage:

Boswell presented Dolan's current wage of \$8.75 since hire two years ago that has not changed. Boswell also asked Trustees how often they would like LTE positions reviewed and it was suggested annually on the month of their anniversary. Motion by DeMont/Sobolik to increase Chris Dolan's wage from \$8.75 per hour to \$9.00 per hour starting at the beginning of the next pay period. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

Exterior Building Paint Color:

Boswell presented images of building defacement and the cover up color. In the future a capital expenditure could be repainting the light colored concrete trim on the exterior of the building. It would be proactive for Trustees to be aware of the color currently utilized to see if it is fit for future use. No actions.

Shirley Langebartels Retirement:

Boswell reported 12 hour per week Librarian Shirley Langebartels retirement date was updated to September 19<sup>th</sup>, 2023. A celebration will be planned in honor of her retirement and service.

Public Comment Policy (Review for Approval):

Boswell presented a draft of *Public Comment Policy*. Motion by Maass/Marquardt to approve the *Public Comment Policy*. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

Notice of Public Records Policy (Review for Approval):

Boswell presented a draft of the *Notice of Public Record Policy*. Trustees asked for the policy to be reviewed by the City Attorney and any feedback brought back with the draft to the August 2023 meeting.

Display Case (Review for Approval):

Boswell presented a draft of the *Display Case Policy*. Trustees asked for Boswell to check with City Hall to see if they had any current display case policies and represent the draft at the August 2023 meeting.

Bed Bug Policy (First Reading):

Boswell presented the *Bed Bug Policy*, asking that it be reviewed and be made into a procedure and not a policy. Motion by Sobolik/DeMont to change the *Bed Bug Policy* into the *Bed Bug Procedure*. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

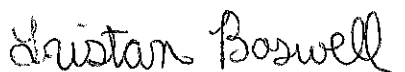
Posting and Distribution Policy (First Reading):

Boswell presented the *Posting and Distribution Policy* as the first reading. Review for approval will happen at the August 2023 meeting.

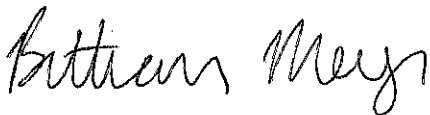
Adjournment:

Motion by Sobolik Meidam at 6:55 pm. By voice vote; DeMont, Maass, Marquardt, Meidam, and Sobolik voted affirmative, Fenger abstained. Motion carried.

Respectfully submitted,



Tristan Boswell, Ex-Officio Secretary/Library Director



Bethany Meyer, Ex-Officio Secretary/Assistant Library Director

Date Approved: 8/24/23