



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting

August 24, 2023

Vice President Reszel called the regular meeting to order at 5:32 p.m.

Present: DeMont, Fenger, Maass, Marquardt, Meidam (5:35 pm), Reszel, Sobolik

Excused:

Library Staff: Meyer

Adoption of Agenda:

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

Public Comment:

Vice President Reszel acknowledged an anonymous public comment.

Correspondence:

None.

Friends Update:

No Friends Update.

Board President's Report:

No Board President report.

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 July 2023 Regular Meeting of the Library Board of Trustees:

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

Expenditures from the Operating Budget and Financial Statement for August 2023

Motion by Maass/DeMont to approve expenditures for August 2023 of \$47,454.47 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 August 2023. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for August 2023

Motion by Maass/Sobolik to approve expenditures for August 2023 of \$127.20 from the Friends account, \$0.00 from the Gift Account, \$923.62 from the Stosick Account, and \$0.00 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Sobolik to receive and place on file the Library Trust/Gift Account Financial Statement for August 2023. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Meyer shared that work for the Family Bowling Fundraiser is underway. There are 40 tickets remaining and the Board is encouraged to attend and to spread the word. Meyer also shared updates on this year's Summer Reading Program, and that all staff except LTE have completed the required ICS training. Motion by Reszel/Demont to receive and place on file the Library Director's report for August 2023. By voice vote, all in the affirmative. Motion carried.

Shelvers Wage Review

Meyer shared the requested information and descriptions of the Shelver/Page positions at Oak Creek, St. Francis, and Cudahy and the details on what it would entail to change our current LTE positions to a regular position with the city. After discussion, the Board requested to see what a potential pay schedule would look like for this position with a starting salary of \$9.00 and a maximum salary of \$12.00. They would also like to see the potential raises as merit-based. Requested information will be shared at the September 2023 meeting.

Grant Vendor Services

President Meidam shared that Deb Pizur is offering her grant writing services for the Library at a wage of \$25.00 per hour. She would be an independent contractor. The Board would like Director Boswell's recommendation on how to pay for this service, as well as how many hours of work this would entail and a cap on hours.

Health Department Meeting

Meyer shared that Jackie Ove at the Health Department will be meeting with area clergy to share resources and services. The Board is in favor of Library Director Boswell also attending this meeting to share what the Library can offer.

School Board

The superintendent for South Milwaukee School District will be visiting for the October Library Board meeting. Meyer asked if the Board would like Library Director Boswell to ask for a presentation at an upcoming School Board meeting to share about the library.

Budget Overview & Timeline (due October 4th)

Meyer shared the current budget draft to be submitted to the city by September 1st. This budget includes a potential 3.5% increase on salaries that could go into effect at the city level next year. Meyer shared information on what the budget would look like if the Board decided not to go with this

increase and went with our own pay matrix. The Board requested information on what using a library-specific matrix would entail, but are otherwise okay with this draft being submitted.

Rescheduling November 2023 Library Board Meeting

Motion by Maass/DeMont to reschedule the November 2023 Library Board Meeting from November 23rd to November 30th at 5:30pm. By voice vote, all in the affirmative. Motion carried.

Bike Delivery Volunteer

Marquardt shared information on Library Volunteer Clinton Verley who is interested in offering a bike delivery service for the library with his personal bicycle. The library would need to set aside \$50,000 from the General Reserve Fund to meet the insurance deductible in case of any damage. The Board would like more information on the deductible and to explore options for this cost. Meyer also noted that the Library would have to focus on growing the volunteer base for this service and that the Library would also have to consider a potential alternate reasonable accommodation in the winter or during bad weather.

Checking Out with Mobile Devices

Meyer explained that Library Volunteer Clinton Verley is interested in offering mobile checkout on smartphones for library items. He would host informational sessions on how to use the service. The Library Board is in favor of this service.

Notice of Public Records Policy (Review for Approval)

Meyer stated that the City Attorney recommended the Public Records Policy be a Notice and not a Policy. The Board is requesting edits and will review at the September 2023 meeting.

Display Case Policy (Review for Approval)

Motion by Sobolik/Reszel to approve the Display Case Policy with minor edits. By voice vote, all in the affirmative. Motion carried.

Posting and Distribution Policy (Review for Approval)

Motion by Sobolik/Marquardt to approve the Posting and Distribution Policy with minor edits. By voice vote, all in the affirmative. Motion carried.

Adjournment:

Motion by Reszel/Meidam at 6:40 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Tristan Boswell

Bethany Meyer, Ex-Officio Secretary/Assistant Library Director
Tristan Boswell / Library Director

Date Approved: 09/25/2023