



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
October 26, 2023

President Meidam called the regular meeting to order at 5:27 p.m.

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

Adoption of Agenda:

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

Board President Report:

President Meidam reminded Trustees about the Commissioner's Banquet on November 16th and encouraged attendance. Meidam introduced South Milwaukee School District Superintendent Deidre Roemer.

South Milwaukee School District – Deidre Roemer

Superintendent Roemer presented on the strategic vision process that SMSD is implementing to develop its next *Strategic Plan*. The focus of those discussions has shown a need for four building blocks: student experience at school, employee retention, community communications and relationship, and earned credits programs. Roemer is guiding the process to have measurable outcomes and build overall success for the community. Potential visions include a community recreation center, and a decrease in vaping and bullying. The SMSD is also looking at its financial future and considering asking the community to go to referendum for aid with safety, cameras, and employee wage adjustment for retention. Roemer encourages the community to provide feedback on the strategic vision and support for the SMSD. Roemer also wants the library to continue being a partner in services and outreach.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee DeMont presented on the Book Sale and Bake Sale fundraiser event for November 4th and encouraged Trustees to attend.

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 September Regular Meeting of the Library Board of Trustees:

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

Expenditures from the Operating Budget and Financial Statement for October 2023

Motion by Maass/Reszel to approve expenditures for October 2023 of \$70,574.79 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 October 2023. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for October 2023

Motion by Maass/DeMont to approve expenditures for October 2023 of \$10.99 from the Friends account, \$0.00 from the Gift Account, \$2,721.71 from the Stosick Account, and \$517.61 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/DeMont to receive and place on file the Library Trust/Gift Account Financial Statement for October 2023. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Boswell reviewed the *October Director's Report*, reported the success and financials of the Family Bowling Fundraiser, reviewed recent incident reports that resulted in library bans, and went into a detailed review of the *Strategic Plan* progress. Despite staffing changes the *Strategic Plan* is still on schedule and despite reduced hours library circulation is up 1% and building usage is up 22% when compared to the same time last year. Motion by DeMont/Maass to receive and place on file the Director's Report. By voice vote, all voted in the affirmative. Motion carried.

Accounting Procedures

Boswell reported that communications have begun with Baker & Tilly to see if there are any suggested improvements that can be made or streamlined on current accounting policy and procedures.

Fire Alarm Monitoring

Boswell presented the cost of updating the drop down fire door on the first floor. At this time it was not determined if those repairs were needed. Boswell will report back at the November meeting with feedback from the South Milwaukee Fire Department and the Project Manager from Certasite.

Elevator Improvement

Boswell is still in the process of trying to get estimates on elevator repairs. No action needed.

Shelver Wage Review

Motion by DeMont/Fenger to move forward with Shelver Wage compensation review. By voice vote all in the affirmative, motion passes.

Officer Election

President Meidam presented that the Library Board was behind in Officer Elections that were due in June. Elections were presented as David Maass as Library Board President, Joanne Sobolik as Library Board Vice President, and Lynn Meidam as Library Board Treasurer, beginning October 27, 2023 and continuing until June 30, 2024. Motion by Reszel/DeMont to move forward with these officer decisions. By voice vote, all in the affirmative. Motion passes. Boswell will indicate these positions and update the Board Member List with titles and expiration date of officer duties.

Service and Projects Review

Boswell reviewed the current staffing levels at the library and the challenges those levels are giving to managerial staff. Boswell provided estimates on the staff time commitment for building projects, collection updates, and outreach events. To try and balance projects and outreach events, going forward the library will need to track and limit the amount of projects and events it commits to.

Meeting Room Policy (Review for Changes)

Boswell presented the *Meeting Room Policy* with basic amendments to account for the addition of the Computer Lab as a reservable space with technology. Motion by Reszel/Fenger to approve the *Meeting Room Policy* as amended. By voice vote, all in the affirmative, motion passes.

Computer Lab Use

Boswell presented potential staff procedures and guidelines for computer lab use.

Donations Policy (Review for Approval)

Boswell presented the *Donations Policy* for review. This policy will be reviewed at the November board meeting for approval.

Investment Policy (Review for Approval)

Boswell presented the *Investment Policy* for review. The library board felt the policy did not need any current updates and to continue utilizing as it is presented. Boswell will have it added to current policies listed on the library's website.

Photography & Filming Policy (Review for Approval)

Motion by Reszel/Demont to approve the *Photography & Filming Policy* as amended. By voice vote, all in the affirmative, motion passes.

Adjournment:

Motion by Reszel/DeMont at 7:08 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tristan Boswell".

Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: 11/30/2023