



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

**November 30, 2023**

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

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

Excused: None

Library Staff: Boswell

Adoption of Agenda:

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

Board President Report:

President Maass reported as he is new to the role he appreciates the support of other trustees and is looking forward to identifying interests, and working with the well-suited team of trustees.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee DeMont presented that the Nov 2023 Friends of SMPL book sale made \$2,311.84 and the December 2023 Friends meeting will see a new group of officers. DeMont will not longer be in the Treasurer role with the Friends of SMPL but will stay on as Liaison to the Library Board. Boswell added that the Friends were not awarded a Miracle on Canal Street Grant but received a We Energies Foundation grant of \$1,100 towards Explore Passes. Fenger is able to find additional contributions of \$500 for an additional pass.

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

Reszel reported on current legislation being presented at the state level regarding parents being needed to notify when children check out certain material. A brief discussion was had when Boswell reported discussion are had on a county and state level with libraries about legislation when it is presented. On a county level this change in legislation would be difficult to immediately enforce and there tools and infrastructure do not currently exist within the system to aid in compliance if it is

passed. Reszel also reported on additional nation-wide examples where libraries are facing tough decisions.

### ***Agenda Topics***

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

#### Minutes from the October Regular Meeting of the Library Board of Trustees:

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

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

Motion by Meidam/DeMont to approve expenditures for November 2023 of \$89,184.74 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Sobolik 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 Amended July, August, September, and October 2023

Motion by Meidam/DeMont to approve expenditures for

- Amended June 2023: \$0.00 from Gift Account, \$12.88 from Friends Account, \$1,411.93 from Stosick Account, \$0.00 from Building/Donation Account, no balance changes – just description of payment to Baker & Taylor being split between two checks of 1279 and 1281)
- Amended July 2023: \$0.00 from Gift Account, \$553.88 for Friends Account, \$1,545.56 for Stosick Account, and \$0.00 for Building/Donation Account, balance of Stosick account needed to be reduced by \$0.20 from check to Baker & Taylor)
- Amended August 2023: no changes to expenditures, update to statement balance from \$0.20 July 2023 update
- Amended September 2023: no changes to expenditures, update to statement balance from \$0.20 July 2023 update
- Amended October 2023: no changes to expenditures, update to statement balance from \$0.20 July 2023 update

By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Reszel to receive and place on file the Amended Library Trust/Gift Account Financial Statements for June, July, August, September, October 2023. By voice vote, all voted in the affirmative. Motion carried.

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

Motion by Meidam/Maass to approve expenditures for November 2023 of \$1,540.33 from the Friends account, \$0.00 from the Gift Account, \$4,562.96 from the Stosick Account, and \$1,438.95 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Sobolik to receive and place on file the Library Trust/Gift Account Financial Statement for November 2023. By voice vote, all voted in the affirmative. Motion carried.

### Library Director's Report:

Boswell reported on the two new recent library hires (Laurie Nicholson and Justin Keberlein), opening soon of the computer lab, partnership with the Job Centers of Wisconsin, small holiday fundraiser tree, heavy project load, updates from MCFLS to subject headings, and success in the Friends grant for Explore Passes.

### Baking Supplies

Marquardt presented additional baking supply options to provide patrons when the check out cake pans. After a brief discussion trustees suggested sending the request to the Friends of SMPL to see if they would consider purchasing those supplementary supplies.

### Accounting Procedures

Boswell reported there may be future requests for changes in accounting policies and procedures. Research and analysis is ongoing how to improve functionalities and save time.

### 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 presented a quote from MEI for the cost of over \$92K for elevator improvements. Boswell explained what these costs were and how they would be presented in the capital budget requests. Trustees also asked that the ADA accessible door be included in that potential project.

### Shelver 1 – Job Description

Boswell presented the job description for *Shelver 1*. Motion by Meidam/Sobolik to approve the *Shelver 1* job description at a pay level of \$8 - \$10 per hour. Current Shelver Chris Dolan would be moved to Shelver 1 position and maintain current rate of \$9.00 per hour. By voice vote, all voted in the affirmative. Motion carried.

### Shelver 2 – Job Description

Boswell presented the job description for *Shelver 2*. Motion by Meidam/DeMont to approve the *Shelver 2* job description at a pay level of \$10 - \$12 per hour. Current Shelver Kevin Dykstra would be moved to Shelver 2 position with a 5% pay increase of his current pay (\$10.00) with an hourly rate of \$10.50. By voice vote, all voted in the affirmative. Motion carried.

### Reference Associate – Job Description

Boswell presented the job description for *Reference Assistant*. Motion by DeMont/Fenger to approve the *Reference Assistant* job description at the F pay scale. Current Library Assistant Derick Braun's position would be move to Reference Assistant at the first level of the pay scale, \$23.03. By voice vote, all voted in the affirmative. Motion carried.

### Election Layout for 2024

Boswell presented the concerns and issues that face the library as a polling location. Trustees asked for Boswell to reach out to the new City Clerk and add this agenda item to the January 2024 agenda for further review.

### Staff Computers

Boswell presented the need for \$2,000 to purchase new staff computer. Motion by Sobolik/Reszel to utilize \$2,000 toward staff computer. By voice vote, all voted in the affirmative. Motion carried.

### Server/Fiber

Boswell updated that the fiber project is completed, a server has been paid for from City Hall, and a ticket has been opened by Oak Creek IT to complete the project. Once the project is completed the SM Historical Society will be notified. Other projects may come from the fiber connection at a further date.

### Donations Policy (Review for Approval)

Boswell presented the *Donations Policy* for review. Motion by Meidam/Reszel to approve the *Donations Policy*. By voice vote, all voted in the affirmative. Motion carried.

### Social Media Policy (First Reading)

Boswell presented the *Social Networking Policy* that the City of South Milwaukee currently utilizes the library follows. Motion by Fenger/Maass to not create an additional *Social Media Policy* and to utilize the city's existing *Social Networking Policy* with a note to the city to see what recommendations are utilized for public posting. By voice vote, all voted in the affirmative. Motion carried.

### Purchasing Policy (First Reading)

Boswell presented the *Purchasing Policy* for a first reading. Review for edit or approval will happen at the January 2024 board meeting.

### Responsibility of the Board (Discussion – No First Reading)

Boswell presented the *Responsibility of the Board Policy* for a first reading. Boswell indicated that this type of policy (though currently approved by the library board since 2017) is not a familiar type of policy seen at public libraries. It was recommended the board consider the usefulness of the policy and either update or unapproved. Review for edit, approval, or unapproved will happen at the January 2024 board meeting.

### Patron Privacy Policy

Boswell presented two other *Privacy Policies* from other Milwaukee County public libraries. The board discussed the merits of either style and provided feedback to Boswell. Boswell will present a draft of a *Patron Privacy Policy* for a first reading at the January 2024 board meeting.

### Adjournment:

Motion by Reszel/Meidam at 7:21 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

*Tristan Boswell*

Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: 1-25-2024

