



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

**January 25, 2024**

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

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

Excused: None

Library Staff: Boswell

Adoption of Agenda:

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

Board President Report:

President Maass has nothing to report

Public Comment:

None.

Correspondence:

Steve Cywinski letter of appreciation and apology letter from minor who made drawings on playroom wall.

Friends Update:

Trustee DeMont reported that the 2024 President of Friends of SMPL is Sue Hebner. There is a Friends of SMPL social to invite new members occurring at the same time as the board meeting.

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

Updates reflected in Director's Report. No meetings outside of monthly Trustee meeting.

***Agenda Topics***

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

Minutes from the November Regular Meeting of the Library Board of Trustees:

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

Expenditures from the Operating Budget and Financial Statement for December 2023

Motion by Meidam/Sobolik to approve expenditures for December 2023 of \$43,472.16 from the Operating Account and receive and place on file the Financial Statement for December 2023. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for December 2023

Motion by Meidam/Sobolik to approve expenditures for December 2023 of \$607.24 from the Friends account, \$0.00 from the Gift Account, \$2,097.26 from the Stosick Account, and \$0.00 from the Building Account and receive and place on file the Library Trust/Gift Account Financial Statement for December 2023. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for End of Year 2023

Motion by Meidam/Sobolik to approve expenditures for End of Year 2023 of \$32,718.21 from the Operating Account and receive and place on file the Financial Statement for End of Year 2023. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for End of Year 2023

Motion by Meidam/Sobolik to approve expenditures for End of Year 2023 of \$1,717.10 from the Friends account, \$0.00 from the Gift Account, \$602.96 from the Stosick Account, and \$0.00 from the Building Account and receive and place on file the Library Trust/Gift Account Financial Statement for End of Year 2023. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for January 2024

Motion by Meidam/Sobolik to approve expenditures for January 2024 of \$20,429.70 from the Operating Account and receive and place on file the Financial Statement for January 2024. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for January 2024

Motion by Meidam/Sobolik to approve expenditures for January 2024 of \$0.00 from the Friends account, \$0.00 from the Gift Account, \$0.00 from the Stosick Account, and \$0.00 from the Building Account and receive and place on file the Library Trust/Gift Account Financial Statement for January 2024. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Boswell reported on items listed in the Library Director's report. Also noting that Bethany Meyer's 7 year anniversary was missing from the report. Bethany is a valuable asset to the library who has held many positions since arriving in the Library Assistant Director position.

Marketing & Branding

Boswell reported that Friends President Sue Hebner has marketing ideas to help aid the library in communication. Boswell showed a flyer created by Hebner that displays more color, specific information about the library, and other detailed information. Hebner suggested using a similar

template for each flyer. Boswell also noted that the library marketing plan in general should be reviewed given this consideration. This includes the use of a logo, marketing materials, staff e-mail signatures, and other considerations that are in line with the City of South Milwaukee's logo guidelines. The library board asked Boswell to reach out to Hebner if she would be available at the next board meeting to consider the details of the entire concept of a marketing plan.

#### Annual Report

Boswell reported that the *Annual Report* goes live at the end of January 2024. The due date will be before the next library board meeting. Typically the reports is signed after it is turned into the county. Updated and changes can be made after the due date if needed.

#### Budget Layout

Boswell displayed the 2024 budget layout and explained that the financial statement layout will be getting updated to match some of the main categories. The changes were discussed with Meidam in advance of the meeting.

#### Financial Statement Layout

Boswell explained the changes in display.

#### Accounting Procedures

Boswell explained that financial statements may be updated to expand from the beginning to end of the month instead of starting and ending midmonth. A separate cash journal will need to kept to help the audit staff track income.

#### Elevator Improvement

Boswell reported that the elevator improvements are on the capital plan for the city. This does not guarantee funding and our grant vendor will still be asked to focus on that subject.

#### E-mail Service from MCFLS to City of South Milwaukee

Boswell suggested moving email services from MCFLS to the City of South Milwaukee. Boswell was asked to reach out to Oak Creek IT with an estimated cost for that conversion and report back from the February 2024 board meeting.

#### Grants

Boswell welcomed feedback on what areas to concentrate on for grant writing in the upcoming year. Trustees expressed interest in comfortable seating, children's technology, and building improvements (elevator).

#### Expired Library Account 3 Year

Boswell reported the currently patron accounts that have been expired for more than 2 to 3 years and owe less than \$20 get deleted from the MCFLS system. Currently SMPL has a 10 year wait period on deleting records. Boswell asked if the board could review going to the record retention system that is more in line with the county to make it easier for database maintenance. Motion by Sobolik/DeMont to delete patron records that are expired past 2 years and owe under \$20.00 to be in line with MCFLS standards. By voice vote, all voted in the affirmative. Motion carried.

Explore Pass

Boswell reported that through generous private donation and \$1100 grant from We Energies Foundation three Explore Passes are available to the community for 2024: Milwaukee Art Museum, Milwaukee Zoo, and Discovery World. The loan rules for these items and the waiver were presented the library board so they were aware of those updates. This is a very popular offering to the community and the passes were already seeing high use as of the meeting date.

Fire Drop Door Repair

Boswell reported on an agenda item from October 2023 that involves the repair of a drop down fire door that will currently close if there is a power failure. The cost to fix that item was quoted at \$1925 from a vendor. The fire alarm monitoring company Certasite will need to attach that door to the fire alarm system. Motion by Reszel/Fenger to approve spending up to \$2500 to make repairs to the 1<sup>st</sup> floor drop down fire door. If costs go above \$2500 Boswell is to report back the Library Board at the February 2024 meeting. By voice vote, all voted in the affirmative. Motion carried.

Succession Planning

Boswell reported a return to formal education and a plan to change career fields in the near future. Boswell wanted the library board to be aware of that upcoming plan and begin succession planning.

Purchasing Policy (First Reading)

This item was postponed due to length of time of meeting. It will be added to the February 2024 meeting agenda.

Responsibility of the Board (First Reading)

This item was postponed due to length of time of meeting. It will be added to the February 2024 meeting agenda.

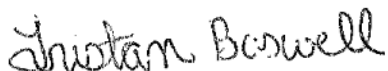
Patron Privacy Policy (First Reading)

This item was postponed due to length of time of meeting. It will be added to the February 2024 meeting agenda.

Adjournment:

Motion by Reszel/Meidam at 7:30 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: 02/22/2024