



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

February 22, 2024

President Maass called the regular meeting to order at 5:31 p.m.

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

Excused: Sobolik

Library Staff: Boswell

Adoption of Agenda:

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

School Board Referendum

South Milwaukee School District Superintendent Deidre Roemer presented on the upcoming April Referendum. Educating trustees and attending public on the purpose and plan for the referendum. Board members thanked her for the presentation and information.

Board President Report:

No report from President Maass.

Public Comment:

None.

Correspondence:

Ideas about bumper sticker endorsement for library from city staff. Solicitation letter from local business for materials.

Friends Update:

Friends President Sue Hebner was present to provide updates including the Friends Social, Black History Month event, and layout for events in the basement.

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 January 2024 Regular Meeting of the Library Board of Trustees:

Motion by DeMont/Meidam to approve, receive, and place on file January 2024 minutes. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for Amended January 2024

Motion by Meidam/Reszel to approve expenditures for amended January 2024 of \$20,429.70 from the Operating Account and receive and place on file the Financial Statement for January 2024, the expenditures did not change from the last approval, the deposit amounts changed on the statement. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for Amended January 2024

Motion by Meidam/Reszel 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, the expenditures did not change from the last approval, the deposit amount changed on the statement. 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 February 2024

Expenditures and deposits now span from beginning of the month to the end of the month. Due to this change financial statements will not be available for the same month that the board meetings are happening. At this time the Library Director will make the financial draft and expenditures for this month so far available to the library board for review with formal approval happening at the next library board meeting.

Expenditures from the Library Trust/Gift Accounts Financial Statement for February 2024

Expenditures and deposits now span from beginning of the month to the end of the month. Due to this change financial statements will not be available for the same month that the board meetings are happening. At this time the Library Director will make the financial draft and expenditures for this month so far available to the library board for review with formal approval happening at the next library board meeting.

Library Director's Report:

Boswell reported on items listed in the Library Director's report.

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. Trustees Marquardt and Reszel will work with Hebner on developments to present to the board.

Annual Report

Boswell presented the final draft of the *Annual Report*. Library board members asked for corrections in Trustee contact information. Motion by Reszel/Meidam to approve and place on file amended *Annual Report for 2023*. By voice vote, all in the affirmative, motion passes. Boswell notes a signature will be obtained from President Maass after corrections are made and the approved report will be submitted to MCFLS.

Elevator Improvement

Boswell reported that this project was tentatively on the capital budget for five years from now and we will continue to work with the city to see if CDBG are a possibility.

Fire Drop Door Repair

The repairs have been approved barely under budget and the vendors are working on an installation date.

Succession Planning – Posting Library Director Position

Boswell presented the *Library Director Job Description* for the board's review to see if any updates needed to be made before being posted. The board also selected members to be part of selection review including DeMont, Fenger, Meidam, and Sobolik.

2025 Budget Considerations

No current plans in this area.

Election Layout for 2024

Boswell is working with the City Clerk on this development.

Purchasing Policy (First Reading)

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

Adjournment:

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

Respectfully submitted,

A handwritten signature in black ink that reads "Tristan Boswell". The signature is written in a cursive style with a prominent loop at the end of the last name.

Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: 3-28-2024