



South Milwaukee Library
1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

**BOARD OF TRUSTEES
Minutes
Regular Meeting**

March 28, 2024

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

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

Excused: Reszel

Library Staff: Boswell, Schroeder

Adoption of Agenda:

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

Motion carried.

Board President Report:

No report from President Maass.

Public Comment:

None.

Correspondence:

E-mail from member of public about children's book selection and library staff response to patron.

Friends Update:

Trustee DeMont reported on the March 14, 2024 Friends of SMPL meeting and other previous events. January social had about 60 to 70 attendees, the last Cousins fundraiser made almost \$300, the Friends are sponsoring fitness classes through Sandy Moen in April & May. During the fitness classes a donation bucket is put and so far they have brought in \$75. Letter of intent for the Bucyrus Community Grant has been accepted. There is a small bake sale planned for voting day on April 2 and a large bake sale and book sale planned for May 4. There is also an organized effort by local businesses and they are gracious enough to include the library sale in the "May the 4th be with you" events.

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 February 2024 Regular Meeting of the Library Board of Trustees:

Motion by DeMont/Marquardt to approve, receive, and place on file February 2024 minutes. By voice vote, all voted in the affirmative. (Sobolik abstained). Motion carried.

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

Motion by Meidam/Sobolik to approve expenditures for amended February 2024 of \$75,226.79 from the Operating Account and receive and place on file the Financial Statement for February 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 February 2024

Motion by Meidam/Sobolik I to approve expenditures for February 2024 of \$1,501.46 from the Friends account, \$376.97 from the Gift Account, \$2,056.99 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 February 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. Motion carried.

Library Director's Report:

Boswell reported on items listed in the Library Director's report. Motion by Meidam/Marquardt to receive and place on file the Library Director's Report. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Marketing & Branding

Sue Hebner is continuing to work with Marquardt and Reszel on the advancement of this project. Marquardt reported that feedback to staff had been given. Boswell reported that feedback was favorable with questions regarding color choice for the logo and staff feeling overwhelmed with marketing changes. Hebner adapted quickly to that feedback and the group will be meeting to discuss next steps.

Personnel Subcommittee

Meidam/DeMont/Sobolik reported on the *Library Director* search. The job was posted on March 7th and closes on April 7th. Kate Bernovich has been assisting from the City of South Milwaukee HR. The group reported that she has been very helpful. The group agreed to try to meet on April 30th for selection of candidates.

Interim Director

Boswell presented Suzanna Schroder, current *Substitute Librarian* for the South Milwaukee Public Library as *Interim Director* during the search for a permanent *Library Director*. Suzanna Schroeder came up to the meeting for 10 minutes to address the library board an answer any questions. Bethany Meyer is the current *Assistant Library Director* and a clear choice for this position will be out on vacation directly after the *Interim Director* position needs to be filled. Meyer also does not have the desire to fill

the permanent vacancy. Boswell presented that this appointment was discussed with staff and they were all in favor. Motion by DeMont/Sobolik to make Suzanna Schroeder *Interim Director* April 2 through June 28, 2024 starting at the minimum salary for the *Library Director* position and to treat this position as an LTE position. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Bethany Meyer – Review of Compensation

Boswell presented that thought Meyer will not be filling the role of *Interim Director* the responsibility of supporting and training the *Interim Director* and new permanent *Library Director* will be part of her duties. The board also reviewed the salary of staff and some librarian position currently pay more than the *Assistant Director* position. To accommodate that balance the board reviewed updating the step Meyer is currently on. Motion by Meidam/DeMont to raise Bethany Meyer's pay by one step as of April 1st, 2024 to accommodate workload. This also is to be interpreted that Meyer receives a step increase in January of 2025. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Reschedule April 25 library board meeting to April 18

Boswell reported that during the originally planned date of April 25 will be complicated to complete with current staffing conditions. Per Boswell's suggestion the meeting could be done on April 18 while Boswell is still in employment and allow more time for the *Interim Director* to train before being responsible for managing the board meeting duties. Motion by DeMont/Sobolik to reschedule the April 25, 2024 library board meeting to April 18, 2024. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Elevator Improvement

Boswell reported trying to make contact with additional elevator vendors for pricing options.

Fire Drop Door

Boswell reported repairs schedule for April 4, 2024. SM Fire Department notified of pending repairs.

Pay Differential Options for Desk Coverage

The library board asked Boswell to check with the City of South Milwaukee on possibilities of this for staffing and to report back at the April 2024 meeting.

Election Layout for 2024

Boswell with partnership with the City Clerk's office reviewed and set up the new flow.

Purchasing Policy (Review for Approval)

Sobolik/Marquardt motioned for the approval of the amended *Purchasing Policy*. Amendments include removing the last page dealing with credit card agreement (as the City of South Milwaukee provides a different policy or that area) and any mention of that agreement in the verbiage of the policy. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Responsibility of Board (Review for Approval)

Boswell has pointed out this policy is not common amongst public libraries and is superfluous. Motion by DeMont/Sobolik to abolish the *Responsibility of the Board* policy as of March 28, 2024. By voice vote, all voted in the affirmative. By voice vote, all voted in the affirmative. Motion carried.

Patron Privacy Policy (Review for Approval)

The library board asked for more time to review this policy at the April 2024 board meeting.

Adjournment:

Motion by Sobolik/Maass at 6:57 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: April 18, 2024