



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

**April 18, 2024**

President Maass called the regular meeting to order at 5:37 p.m.

Present: DeMont, Marquardt, Reszel, Sobolik  
Excused: Fenger, Maass, Meidam  
Library Staff: Boswell, Schroeder until 6:45 pm

Adoption of Agenda

DeMont/Marquardt motion to adopt amended agenda as presented. Agenda amended to move Marketing & Branding item to after Friends Update. By voice vote, all voted in the affirmative. Motion carried.

Board President Report

No report from Vice President Sobolik.

Public Comment

None

Correspondence

None

Friends Update

Application for the Bucyrus Community Grant has been accepted. Next large bake sale and book sale is May 4<sup>th</sup>. Early admittance to members at 9 am, the public at 10 am. There is also an organized effort by local businesses and they are gracious enough to include the library sale in the “May the 4<sup>th</sup> be with you” events. The next Friends meeting is May 2<sup>nd</sup>. The April 2<sup>nd</sup> bake sale made about \$100 and the poetry event brought in 16 people.

Marketing & Branding

Sue Hebner presented on behalf of the subcommittee with Reszel and Marquardt. They presented logo options and are choosing to prioritize website look and layout. Oak Creek Public Library’s website was utilized as an example. There will be some menu changes and asks for removal of certain parts for simplification. Meyer would be the best staff person to complete those changes. Boswell indicated that a staff member would need at least a full business day off desk to complete these changes. The board was in favor with these changes. Hebner will communicate with staff as further plans are developed.

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 March 2024 Regular Meeting of the Library Board of Trustees

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

#### Expenditures from the Operating Budget and Financial Statement for Amended March 2024

Official approval of expenditures is being held until April 2024 meeting.

#### Expenditures from Library Trust/Gift Accounts for Amended March 2024

Official approval of expenditures is being held until April 2024 meeting.

#### Library Director's Report

Boswell reported on items listed in the Library Director's report. Motion Marquardt/Reszel 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.

#### Reschedule November 28, 2024 Board Meeting to November 21, 2024

Motion by Reszel/Marquardt to approve the rescheduling of the library board meeting in November from November 28 to November 21. By voice vote, all voted in the affirmative. Motion carried.

#### Elevator Improvement

Interim Director Schroeder reported on communicating with vendor Express Elevator to work on getting elevator modernization costs. The vendor understands that this is not an active project we are seeking quotes for.

#### Tristan Boswell Substitute Librarian

Motion by DeMont/Sobolik to hire Tristan Boswell as a Substitute Librarian at a pay rate of \$28.00 per hour for on-call status starting April 20, 2024 through December 31, 2024. By voice vote, all voted in the affirmative. Motion carried.

2025 Budget Considerations

Boswell presented basic timeline of events occurring in 2024 that that board and new director should be aware of.

Patron Privacy Policy (Review for Approval)

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

Employee Automobile Coverage

Boswell presented that employees who use their personal car for library business are not coverage under facility insurance. The board will review this at the May 2024 meeting.

Personnel and Finance Subcommittee

Schroeder was asked to leave the meeting at 6:45 pm so discussion could happen about interview processes for the new *Library Director* position. A review of interview questions and a timeline of the hiring process was presented by DeMont.

Adjournment:

Motion by Sobolik/Reszel at 7:03 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Tristan Boswell, Ex-Officio Secretary/Interim Library Director

Date Approved: May 23, 2024