

**Board of Trustees
South Milwaukee Public Library**



**Minutes
Regular Meeting
June 24, 2024 5:30 PM**

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

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

Excused: Reszel

Library Staff: Schroeder and Meyer until 6:48 pm

City Guests: Patrick Brever and Kate Bernovich

Library Board Liaison Alderperson Joe Bukowski until 5:50 pm

Community Member: Clinton Verley

Adoption of Agenda

Fenger/Demont motion to adopt amended agenda. Agenda amended to add June 4 meeting minutes. By voice vote, all voted in the affirmative. Motion carried.

Board President's Report

City Administrator Patrick Brever spoke, discussing the proactive steps the city has taken to approve the Wisconsin Policy Forum Study to review library services. He stated that closure is one option, but not the only option that will be studied. He emphasized that no decisions have been made.

Alderperson Bukowski stated that because of shared revenue, the levy cannot go up. He emphasized that this is a study to decide a way to fund the library. He stated that it was irresponsible to discuss closure, but that the Common Council does have to look at extremes.

Brever discussed net new construction which is new construction minus demolition. In 2025, the city expects negative net new construction with means that they cannot increase the budget. Limitations on shared revenue dollars means that the city will be looking for cuts to be made from every department, and Brever stated that the city will be exploring all opportunities.

Meidam asked if the Library Board will be involved in the study. Brever stated that they will be looking to the library to provide data to the Forum.

Sobolik noted the pattern of budget cuts, noted revenue limits, and discussed how state funding impacts services. She stated that the discussion regarding closing the library did not originate from the Library Board. Sobolik asked if the Common Council will be working with the Library Board regarding the budget for 2025. Alderperson Bukowski indicated that yes, the Finance Committee, with Patrick, could work with the Library Board, and that he could attend meetings in the future if the Library Board would like him to do so.

Alderperson Bukowski left the meeting at the conclusion of the President's report.

Public Comment

None

Correspondence

The packet included a letter and a transcript of the letter from a young resident which was addressed to the Library Director, asking that the Library please not shut down. DeMont had asked Schroeder to provide her written response to the resident, and she read it at the meeting.

Friends Update

DeMont reported that the Friends of SMPL received the full \$13,600 Bucyrus grant to improve the children's area. The Children's Book Nook was moved upstairs with the hope of more parents seeing and buying books. She reported that the Cousin's Subs fundraiser happened on June 20. The Friends do not meet again until the fall.

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

Agenda Topics

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

Minutes from the May 2024 Regular Meeting of the Library Board of Trustees

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

Minutes from the June 4th Special Session

Motion by DeMont/Sobolik to approve, receive, and place on file the June 4th Special Session minutes as amended. By voice vote, all voted in the affirmative. Motion carried.

Minutes from the June 12th Special Session

Motion by Sobolik/DeMont to approve, receive, and place on file the June 12th Special Session minutes as amended. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for May 2024

Motion by Meidam/Fenger to approve expenditures from the Operating Account in the amount of \$43,359.35 and receive and place on file the Financial Statement for May 2024. By voice vote, all affirmed. Motion passed.

Expenditures from Library Trust/Gift Accounts Financial Statement for May 2024

Motion by Meidam/Marquardt to approve expenditures for March 2024 of \$249.61 from the Building account, \$24.30 from the Friends account, \$0.00 from the Fundraising account, \$0.00 from the Gift account, \$0.00 from the Grant account, \$0.00 from the Stosick account and receive and place on file the Library Trust/Gift Account Financial Statement for May 2024. By voice vote, all affirmed. Motion passed.

Bethany Meyer MCFLS Update on Staffing

Meyer reached out to LDAC looking for temporary substitute librarians after consulting the MCFLS substitute staff list. She was able to find three substitute librarians to help for a total of about 30 hours/week. One is from Cudahy, one is from MPL, and one is from Kenosha. Meyer is working with Kate Bernovich to expedite physicals and drug screenings. The hope is that the substitutes can start the first week in July.

Library Director's Report

Schroeder highlighted areas from her Director Report, including donations and a discussion she had with someone about raising significant funds, specifically approximately \$250,000 for the library. Schroeder also discussed the 2025 budget, some building developments and a City Inspector walk through for hail damage. Improvements have also been made to landscaping.

Reimbursement for Car Insurance Deductible for Library Employees who use their vehicles on Library time, doing Library work

No action taken.

Marketing & Branding

Nothing to report at this time. The committee is on hold for now.

Elevator Improvement

The bid received from Express Elevator identified areas of modernization, not for making the door open a full 36 inches, which their representative identified as being cost prohibitive. The board wanted a quote to make the elevator ADA accessible to offer voting on the second floor.

2025 Budget Considerations

At the June City Department Head meeting, Brever told each department that they should expect a 5% budget reduction for 2025. Schroeder indicated that she had been thinking about areas to cut, but that with the Bibliotheca contract extension she negotiated, the library will be saving about \$5000 this year, and \$5000 next year. Sobolik requested that before Schroeder's tenure as Interim Director ends on June 29th, that she and Meyer brainstorm ideas for cutting the budget. Brever indicated that the city will take budget requests from departments in August, and the budget year begins in January 2025.

Tornado Procedure

After a brief discussion, board members agreed that they should take another look at the procedure next month.

Capital Project – Repair of HVAC actuators

An RFP was discussed per the City's purchasing policy which was approved at their June 18th Common Council meeting, and City Engineer Genevieve Stollenwerk was identified by Brever as someone who could help with the RFP process.

Motion by Meidam/Marquardt to enter into closed session pursuant to Wisconsin Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation of performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss possible action regarding the South Milwaukee Public Library Director position. By voice vote, all affirmed, and the board went into closed session at 6:48 pm. Verley, Meyer and Schroeder were excused.

Personnel and Finance Subcommittee

Meyer was invited to join the meeting at 7:15 pm.

Motion by Sobolik/DeMont to go back into open session at 7:30 pm. By voice vote, all affirmed. Motion passed.

Schroeder re-joined the meeting at 7:32 pm.

Suzanna Schroeder Substitute Librarian

No action taken.

Succession after June 29th, 2024

No action taken. Maass indicated that action may be taken at next month's meeting.

Adjournment:

Maass called the meeting adjourned at 7:43 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Bethany Meyer".

Bethany Meyer, Ex-Officio Secretary/Interim Library Director

Date Approved: July 22, 2024