



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting

July 22, 2024

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

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

Excused: None

Library Staff: Meyer

City Staff: Patrick Brever, Kate Bernovich

Adoption of Agenda

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

Board President's Report

No report.

Public Comment

None.

Correspondence

None.

Friends Update

None.

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

None. No meetings outside of regular monthly meeting.

Agenda Topics

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

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

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

Expenditures from the Operating Budget and Financial Statement for June 2024

Motion by Meidam/DeMont to approve expenditures from the Operating Account in the amount of \$55,514.99 and receive and place on file the Financial Statement for June 2024. By voice vote, all voted in the affirmative. Motion carried.

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

No expenditures to report. Motion by Meidam/DeMont to receive and place on file the Library Trust/Gift Account Financial Statement for June 2024. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report

Meyer shared items on the Library Director's report, including an update on the local history server and staff computer projects, a staff member resignation, new staff members, and the Friends Bucyrus Community grant update. Motion by Meidam/Marquardt to place the Library Director report on file. By voice vote, all voted in the affirmative. Motion carried.

Marketing & Branding

This project has been on hold. Trustees asked Meyer to set up a meeting with the Marketing Committee to move forward on any small updates if possible.

Interim Library Director Position Update

Meyer shared that there is an interested candidate for the Interim Library Director position, and she and HR will meet with him this week. Trustees Sobolik and DeMont asked to attend the meeting. Tentative interview times were suggested.

Officer Appointments

Sobolik nominated Maass to serve as Library Board President for the next term, ending on June 30, 2025. DeMont seconded. No other nominations. By voice vote, all voted in the affirmative. Motion carried. Meidam nominated Sobolik to serve as Library Board Vice President for the next term, ending on June 30, 2025. DeMont seconded. No other nominations. By voice vote, all voted in the affirmative. Motion carried. Reszel nominated Meidam to serve as Library Board Treasurer for the next term, ending on June 30, 2025. Marquardt seconded. No other nominations. By voice vote, all voted in the affirmative. Motion carried.

2025 Budget Considerations

Meyer presented a suggestion for the 2025 operating budget. In order to show consistent services to the community, Meyer suggests that the deficit created by the 5% budget cut be taken from the library's general reserve fund. This is not a long-term solution to funding issues but is recommended as we undertake the Wisconsin Policy Forum study and are unsure of the library's operating model in the future. No action taken, just informational at this point.

Tornado Warning Procedure

Meyer shared an updated Tornado Warning Procedure that was reviewed and recommended by Chief Litchford. The Board shared minor updates. Meyer will update and share with staff.

Capital Project – HVAC Actuators

Meyer shared that there are only six actuators left to be replaced, bringing the project far under anticipated budget. Work is approved to be done by the library's usual furnace company.

2024 Fundraiser or Campaign

Meyer asked if the board was interested in hosting a small fundraiser or campaign for 2024. There is great interest in the library's Explorer Pass program and there is no funding for it in 2025. Trustees asked Meyer to work with Trustee DeMont to create a list of businesses and organizations to ask and come back with more information at the August meeting.

2024 Presidential Election Closure

Meyer brought up the potential of closing for library services the day of the fall presidential election. This election is expected to have a huge turnout and could make library services difficult to navigate for staff. Motion by Reszel/Marquardt to close for library services on November 5th due to the presidential election. By voice vote, all voted in the affirmative. Motion carried.

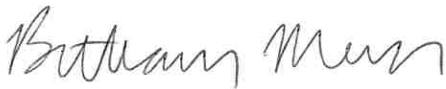
Personnel

- Wages for Substitute Librarian and Temporary Reference Assistants.
Kate Bernovich, HR Manager, shared information on bringing the Substitute Librarian pay into alignment with the current pay matrix, and the creation of the Temporary Reference Assistant position. Motion by Reszel/Sobolik to establish the amount of salaries to be paid to substitute librarians and temporary reference assistants with a minimum wage step of \$23.84 and a maximum step of \$30.65. By voice vote, all voted in the affirmative. Motion carried.
- Motion to go into closed session pursuant to Wis. Stats § 19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the position of Interim Library Director and a personnel matter update. Motion by Reszel/Meidam. By voice vote, all voted in the affirmative. Motion carried and Board moved into closed session.
- Motion to return to open session and take any necessary action on closed session items
Motion by DeMont/Reszel. By voice vote, all voted in the affirmative. Motion carried and Board returned to open session.
Motion by Maass/Reszel to place Interim Library Director Bethany Meyer at the minimum step of paygrade N with an effective date of June 30, 2024. By voice vote, all voted in the affirmative. Motion carried.

Adjourn

Motion by Maass/Sobolik at 6:43pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Bethany Meyer, Ex-Officio Secretary/ Library Director

Date Approved: August 26, 2024