



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

**November 25, 2024**

**1. Call to Order/Roll Call**

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

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

Excused: Mathews

Library Staff: Meyer

**2. Adoption of Agenda (Action)**

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

**3. Public Comment & Correspondence (Information)**

Correspondence shared with Board.

**4. Board President's Report & Introduction of New Trustee (Information)**

None.

**5. Friends Update (Information)**

None.

**6. Committee Reports (Information)**

None.

**7. Minutes from the October 2024 Regular Meeting (Action)**

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

**8. Expenditures & Financial Statement for Operating Budget for October 2024 (Action)**

Motion by Meidam/Fenger to approve expenditures from the Operating Account in the amount of \$47,722.52 and receive and place on file the Financial Statement for October 2024. By voice vote, all voted in the affirmative. Motion carried.

**9. Expenditures & Financial Statement for Library Trust/Gift Accounts for October 2024 (Action)**

Motion by Meidam/Fenger to approve expenditures from the Trust/Gift Accounts in the amount of \$1,488.99 and receive and place on file the Library Trust/Gift Account Financial Statement for October 2024. By voice vote, all voted in the affirmative. Motion carried.

**10. Library Director's Report (Action)**

Highlights include staffing updates, cash register changes, and Election Day closure. Motion by Reszel/DeMont to place the Library Director's report on file. By voice vote, all voted in the affirmative. Motion carried.

**11. Signers on Library Trust Account (Action)**

Motion by DeMont/Reszel to remove Suzanna Schroeder as a signer on the Library Trust Account. By voice vote, all voted in the affirmative. Motion carried.

**12. 2025 Budget Discussion (Information)**

Meyer shared updates on the 2025 budget. The new MCFLS Member Agreements brought changes to the budget that will benefit the library. Motion by Sobolik/DeMont to approve the 2025 budget as presented. By voice vote, all voted in the affirmative. Motion carried.

**13. 2005 hoopla & Beanstack Offering (Information/Action)**

Meyer shared information on MCFLS's discussions with hoopla and shared that area libraries may not offer hoopla in the future if an agreement is not made. Meyer also shared the cost for the library to continue to offer Beanstack in 2025 and beyond, now that it is no longer covered by DPI. No action taken.

**14. Notary Services (Information/Action)**

Meyer shared an update on insurance coverage for staff who are notaries. Meyer suggested that the library only offer notary services when a notary is scheduled to be at a public desk, rather than any time the notary is in the building. Motion by DeMont/Sobolik to amend notary service availability at the library. By voice vote, all voted in the affirmative. Motion carried.

**15. Shelver Positions (Information/Action)**

Motion by DeMont/Reszel to remove the distinction between the positions Library Shelver 1 and Library Shelver 2, and have one position titled Library Shelver, with no change to the wage range. By voice vote, all voted in the affirmative. Motion carried.

**16. Winter Fundraiser (Information)**

Trustee Sobolik shared that the planned fundraiser for winter is being postponed until spring or summer 2025.

**17. Collection Development Policy (Action)**

Motion by Reszel/Sobolik to approve the updated Collection Development Policy as presented. By voice vote, all voted in the affirmative. Motion carried.

**18. Children's iPad Checkout Policy (Information/Action)**

Meyer shared the updated draft of the Children's iPad Checkout Policy. Motion by Reszel/DeMont to approve the Children's iPad Checkout Policy as presented. By voice vote, all voted in the affirmative. Motion carried.

**19. Code of Conduct (Information/Action)**

Meyer shared a suggested edit to the Code of Conduct. Motion by Reszel/Sobolik to approve the Code of Conduct as presented. By voice vote, all voted in the affirmative. Motion carried.

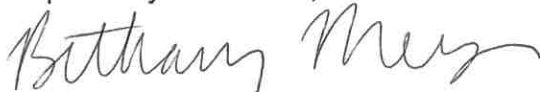
**20. Study Room Policy (Information/Action)**

Meyer shared a first draft of the Study Room Policy. Trustees shared edits and Meyer will bring the updated policy back at the January 2025 meeting. No action taken.

**21. Adjourn**

Motion by Sobolik/DeMont at 6:11pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

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

Bethany Meyer, Ex-Officio Secretary/Library Director

Date Approved: January 20, 2025