



South Milwaukee Library  
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**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
**August 24, 2026**

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

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

Present: Blair, Larson, DeMont, Maass, Mathews, Moen, Sobolik (Sobolik joined the meeting at 5:45pm)

Library Staff: Meyer

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

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

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

Meyer shared positive email correspondence from a patron and a thank you note from departing Trustee Lynn Meidam.

**4. Board President's Report (Information)**

President DeMont extended a welcome to Trustee Larson on her first meeting.

**5. Friends Update (Information)**

None.

**6. Committee Reports (Information)**

None.

**7. Minutes from the July 2026 Regular Meeting (Action)**

Motion by Moen/Mathews to approve, receive, and place on file the July 2026 Regular Meeting minutes. By voice vote, all voted in the affirmative. Motion carried.

**8. Operating Expenditures Approval (Action)**

Motion by Moen/Blair to approve operating expenditures in the amount of \$62,814.94. By voice vote, all voted in the affirmative. Motion carried.

**9. Expenditures & Financial Statement for Library Trust/Gift Accounts for July 2026 (Action)**

Motion by Moen/Mathews to approve expenditures from the Trust/Gift Account for July 2026 in the amount of \$284.91 and receive and place on file the Library Trust/Gift Account Financial Statement for July 2026. By voice vote, all voted in the affirmative. Motion carried.

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

Meyer shared updates from the Library Director's report. Motion by Mathews/Moen to place the Library Director's report on file. By voice vote, all voted in the affirmative. Motion carried.

**11. Library Board Bylaws Review (Discussion/Action)**

Motion by Larson/Moen to approve updates to the Library Board Bylaws. By voice vote, all voted in the affirmative. Motion carried.

**12. Committee Appointments (Discussion/Action)**

No action taken.

**13. Circulation Coordinator Position & Job Description (Discussion/Action)**

Motion by Moen/Maass to approve the creation of the Circulation Coordinator position and approve the job description. By voice vote, all voted in the affirmative. Motion carried. Position creation and job description will be taken to next Common Council meeting for approval.

**14. Librarian, Library Assistant, & Library Shelver Job Description Updates (Discussion/Action)**

Motion by Maass/Moen to approve updates to the Librarian job description. By voice vote, all voted in the affirmative. Motion carried. Motion by Blair/Mathews to approve updates to the Library Assistant job description. By voice vote, all voted in the affirmative. Motion carried. Motion by Mathews/Sobolik to approve updates to the Library Shelver job description. By voice vote, all voted in the affirmative. Motion carried. All three job descriptions will be taken to the next Common Council meeting for approval.

**15. First Draft of 2027 Budget (Discussion/Action)**

Meyer presented the first draft of the 2027 budget. Motion by Sobolik/Moen to approve the first draft of the 2027 operating budget and submit budget draft to city administration. By voice vote, all voted in the affirmative. Motion carried.

**16. Trust Account Certificates of Deposit (Discussion/Action)**

Motion by Maass/Blair to authorize Meyer to move \$25,000 of trust account monies into a 6 month CD at Pyramax Bank. By voice vote, all voted in the affirmative. Motion carried.

**17. Meeting Room Policy Update (Discussion/Action)**

Motion by Blair/Moen to approve the updated Meeting Room Policy. By voice vote, all voted in the affirmative. Motion carried.

**18. Public Records Notice Update (Discussion/Action)**

No action taken.

**19. Trustee Essentials Handbook #16: Ethics and Conflict of Interest Laws Applying to Trustees (Discussion)**

Discussion of DPI's Trustee Essentials Handbook Section #16.

**20. Reschedule September Meeting Date (Information/Action)**

Motion by Moen/Larson to reschedule the Library Board of Trustees September regular meeting to September 24<sup>th</sup> at 5:30pm, due to a trustee conflict. By voice vote, all voted in the affirmative. Motion carried.

**21. Reminder of Second Draft of Budget & 2027 Operating Hours Approval at September Meeting (Information)**

Reminder of second draft of budget and 2027 operating hours approval at September meeting.

**22. Adjourn**

Motion by Mathews/Moen at 6:49pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, reading "Bethany Meyer".

Bethany Meyer, Ex-Officio Secretary/Library Director

Date Approved: September 24, 2026