



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
May 24, 2022

President Reszel called the regular meeting to order at 6:30 p.m.

Present: Drummer, Laabs, Maass, Meidam, Reszel, Sobolik
Excused: Suarez-Lemcke
Library Staff: Marshall

Adoption of Agenda:

Drummer/Meidam motion to adopt the amended agenda. By voice vote, all voted in the affirmative.
Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Board President's Report:

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

None.

Agenda Topics

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

Minutes from the April, 2022 Regular Meeting of the Library Board of Trustees:

Motion by Maas/Meidam to approve, receive, and place on file the April 2022 minutes. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for May 2022:

Motion by Meidam/Drummer to approve expenditures for March 2022 of \$48,304.17 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Drummer to receive and place on file the Financial Statement for May 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for May 2022:

Motion by Meidam/Drummer to approve expenditures of \$1,139.28 from the Friends account, \$0.00 from the Gift Account, \$2,236.59 from the Stosick Account, and \$0.00 from the Building Account. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for May 2022. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall reported on three staff anniversaries, the starting of the Summer Reading Program, and the completion of the partnership with the South Milwaukee School District volunteering/job prep. Motion by Drummer/Meidam to approve the May 2022 Library Director's report as presented by Marshall and place on file. By voice vote, all voted in the affirmative. Motion carried.

Strategic Plan Update and Discussion

Reszel spoke about the process of sending out the survey for the strategic plan and that a core committee had been developed amongst staff. Members on that committee include Tristan Marshall, Matt Prigge, Stephanie Jurss, Bethany Meyer, and Emily Vosberg. Reszel will also be on the committee and asked for other Trustee volunteers with Meidam volunteering.

Strategic Plan – Trustee Survey Results

The results of the Trustee and Employee survey were included in the meeting packet.

Strategic Plan – List of Organizations

Marshall presented the Trustees with a list of local organizations that would be contacted to participate in the community leaders/organization survey for the strategic planning process. Trustees provided feedback and signed up for contacting representatives from those organizations.

Capital Improvement – Painting Updates

Marshall presented three estimates/quotes from vendors for the capital improvement project with funds left for repairs on interior paint and wall damage. Revival Painting, Painting by Christopher, and HG Drywall and Painting LLC estimates were reviewed. Motion by Reszel/Sobolik to select Painting By Christopher estimate. By voice vote, all voted in the affirmative. Motion carried.

Marketing Plan Update

Marshall reported on two new brochures that Librarian Vosberg has created and the recreation of a vintage logo.

Building Signage Update

Marshall reported that signage will be updated once the painting project is completed. This includes family style bathroom signage and clearer to read signs on meeting rooms.

Office Furniture

Motion by Reszel/Sobolik to approve the use of \$20,000 from the general fund to spend on office furniture for the 1st floor staff offices. By voice vote, all voted in the affirmative. Motion carried.

Stosick Project Updates

Librarian Prigge provided updates about attending a Midwest Archives Conference and setting up a Scan Day on June 11. Prigge also received 100 historic photos from the South Milwaukee Police Department which are now part of the online photo archive.

Annual Report Presentation to Common Council

Reszel and Marshall reported on the presentation of the Annual Report to the Common Council. Reszel began the presentation with a strategic plan overview and introduction for Marshall. Marshall provided highlights, strategic plan opportunities, and observations that are not recorded by statistics in the report.

Adjournment:

Motion by Drummer/Maas at 7:36 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 6/28/2022