



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
July 26, 2022

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

Present: Laabs, Maass, Meidam, Reszel, Sobolik, Suarez-Lemcke

Excused: None

Library Staff: Marshall

Adoption of Agenda:

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

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee Laabs reported that there will be a bake sale at the August 9 voting day. Marshall reported that ten volunteers were being utilized to help with sale item sorting in the basement.

Board President's Report:

President Reszel thanked the Trustees for operating during his absence. Reszel also reported that there will be a new Library Board member in August and welcomes Linda Marquardt. A kudos was issued to staff for the number of programs and activities offered during the summer. Reszel also thanked the Friends for their continued funding of those essential programs.

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 June, 2022 Regular Meeting of the Library Board of Trustees:

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

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

Motion by Meidam/Sobolik to approve expenditures for July 2022 of \$52,908.70 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Sobolik to receive and place on file the Financial Statement for July 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for July 2022:

Motion by Meidam/Sobolik to approve expenditures of \$694.63 from the Friends account, \$0.00 from the Gift Account, \$2,962.23 from the Stosick Account, and \$0.00 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Sobolik to receive and place on file the Library Trust/Gift Account Financial Statement for July 2022. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall reported ongoing staff training, how staff have been helpful during team member absence, and the great job Jody Johnson does with the upkeep of the building. Reszel/Meidam motion to approve the July 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 reported on the 300 responses from the community survey and that it had good quality responses. The Strategic Plan Committee met to go over data and will bring a draft of the Strategic Plan in August or September.

Office Furniture

Marshall presented the two quotes for office furniture, noting that a third quote from EBI had not been received. Reszel suggested the quotes get reviewed at the August meeting. Marshall will prepare all quotes for the August meeting.

Assistant Library Director Position

Currently Bethany Meyer is the Adult Librarian and has been acting in a capacity that is closer to the Assistant Director position instead of the Adult Librarian position for at least 3 years. Marshall reported that a discussion about this position and formally moving the title of Assistant Director to Bethany Meyer was a needed discussion. Further discussion and presentation of job description and job duties will occur at the August meeting.

Emergency Safety Planning

Marshall reported that a variety of emergency planning, tornado drills, and emergency education were utilized at the different Milwaukee County libraries. At a minimum Sobolik suggested annual training for staff and annual updates on the *Emergency Procedures* binder kept at each reference desk. Marshall reported that by September the binder would be updated and annual training would begin with staff. September will be the annual safety month for training and updating/reviewing the procedures at the library.

Trustee Vacancy

Linda Marquardt was approved to be a Library Trustee at the July 19 Common Council meeting. Marquardt brings a strong education background and experience with the South Milwaukee School District. Marquardt will be attending orientation on August 17 with Reszel and Marshall.

Trustee Officer Elections

Reszel/Suarez Lemcke nominated Lynn Meidam as Library Board President starting on September 1st. By voice vote, all voted in the affirmative. Motion carried.

Meidam/Maass nominated Dan Reszel as Library Board Vice President starting on September 1st. By voice vote, all voted in the affirmative. Motion carried.

Reszel/Meidam nominated David Maass as the Library Board Treasurer starting on September 1st. By voice vote, all voted in the affirmative. Motion carried.

Fundraising Initiative

Canvas Bags

Snack/Beverage Sales

Marshall reported that the library would like to approach the Friends to fund the purchase of canvas bags and materials for selling snacks and beverages to increase revenue and comfort options for library patrons. The Trustees seemed favorable to pursuing both options. Laabs asked for the use of recyclable cups to be looked into for the endeavor.

Adjournment:

Motion by Maass/Sobolik at 7:26 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 8/23/2022