

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

September 28, 2023

President Meidam called the regular meeting to order at 5:30 p.m.

Present: Maass, Marquardt, Meidam, Sobolik

Excused: Demont, Fenger, Reszel

Library Staff: Boswell

Adoption of Agenda:

Sobolik/Marquardt motion to adopt amended agenda to include "Library Director's Report". By voice vote, all voted in the affirmative. Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Director Boswell noted that there may be a membership drive event in the future and there is a book and bake sale event on November 4, 2023.

Board President's Report:

No Board President report.

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

Details found on the Director's Report.

Agenda Topics

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

Minutes from the August 2023 Regular Meeting of the Library Board of Trustees:

Motion by Maass/Sobolik to approve, receive, and place on file August 2023 minutes. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for September 2023

Motion by Maass/Sobolik to approve expenditures for September 2023 of \$42,741.68 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Sobolik to receive and place on file the Financial Statement for September 2023. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for September 2023

Motion by Maass/Sobolik to approve expenditures for September 2023 of \$42.91 from the Friends account, \$0.00 from the Gift Account, \$52.12 from the Stosick Account, and \$0.00 from the Building Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Maass/Sobolik to receive and place on file the Library Trust/Gift Account Financial Statement for September 2023. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Boswell reported on building issues with the smoke detector and the library having to be put on fire watch during those failures, updates with the 2024 Budget process, staff anniversaries, and the addition of cake pans for loan thanks to Trustee Marquardt. Motion by Sobolik/Maass to receive and place on file the Library Director's report for September 2023. By voice vote, all in the affirmative. Motion carried.

Substitute Librarian

Boswell presented the job description for *Substitute Librarian* and asked if the job description could be updated to say "currently enrolled in an MLIS program" instead of being a certain amount of credits within graduation. Boswell explained for positions that are so part-time it is difficult to fill and having more flexibility in credentials will be helpful in filling the roles. Motion by Sobolik/Marquardt to update the *Substitute Librarian* position description to require being enrolled in a MLIS program instead of within 9 credits of graduation. By voice vote, all in the affirmative. Motion carried.

Boswell asked that candidate Justin Keberlein be offered that position. Keberlein has experience in storytime, programming, and collection development; familiarity with system software; and flexible scheduling which is a set of unique characteristic needed for this LTE position. Motion by Sobolik/Maass to allow the offer of the position of Substitute Librarian (LTE position) to Justin Keberlein without posting the position. By voice vote, all in the affirmative. Motion carried.

Bike Delivery

Discussion about other potential delivery options. Director Boswell will inquire with other libraries who utilize other volunteer resources for delivery to see their processes and will report back to the library board.

Library Card Renewal

Boswell shared that MCFLS is updating procedures to allow patrons over the age of 18 who have remained at the same address to potentially get automatically renewed at the 2 year expiration of their library account. Patrons have the ability to opt out of the automatic renewal if they desire.

Example e-mails of how the communication process works was shared with Boswell and is available for the board if desired.

Grant Vendor Services

President Meidam and Boswell presented options for the grant vendor Debby Pizur to move forward in providing services. After discussion the board preferred movement towards larger grants focused on facility improvements like the elevator. Boswell will communicate with Pizur on those choices.

Budget (2024)

Boswell presented the ongoing schedule with the 2024 budget and there currently were no large changes or decisions being made by the library board. Boswell presented the budget to City Administration and will be present at the public meeting about the budget on October 10, 2023.

Library Improvements

Boswell reported on the Children Play area (funded by Bucyrus Community grant) nearing completion. The installation of the BEAM projector is underway and the new play material would be put in by the October board meeting. The Computer Lab (also funded by the BC grant) had a longer installation period. The installation for the Fire Monitoring system will be in within the next 30 days.

MCFLS Updates

Boswell shared the library card renewal update earlier and that MCFLS was able to reduce costs for member libraries in 2024 only. This will help with the 2024 budget with a one year cycle as they were able to utilize grant refunds from a previous year.

Explore Passes

Explore Passes are annual memberships purchased to local county attractions (zoo, museums, etc) that cost \$500 per year per pass. It allows owning libraries to loan the pass to their patrons so they can access the attractions for free. We have been having a lot of families ask about those passes. Right now with reduced funding we cannot afford to purchase a subscription of that price. Boswell wanted to make the board aware of the public's interest and desire to have those passes.

Facility Updates

Boswell highlighted some of the capital investments in the upcoming five years and how current building improvements tie into that plan.

Library Board Officer Election

President Meidam reviewed the bylaws and explained that we missed Officer Elections at our June meeting. Those elections will be made up at the October 2023 meeting, then should be added to the agenda for every June meeting. Next year's officer election would be June 2024.

Stosick Funds

The Stosick fund has been utilized for nonfiction and other book purchases to help cover gaps in budget. Those funds are being reduced to a point that they can no longer be relied upon for that stop gap in the budget process. The intention should be to withdraw the use of those funds in that purpose at the end of 2023. With that knowledge, staff are requesting three projects funds for collection

improvement. Motion by Maass/Marquardt to approve the use of Stosick funds for a total of \$6,300 in collection improvements. By voice vote, all in the affirmative; motion passes.

Shelvers Wage Review

Boswell presented the requested wage/steps draft for the potential update of the Shelver wage scale. There was some discussion on this topic and Boswell was referred to ask city administration if they had any plans to review their LTE/internship pay scales.

Library 2022 Audit

Boswell presented the 2022 Audit and made copies available to Trustees. Boswell also noted she would be contacting Baker Tilly to see if there are any vendor suggestions for accounting improvements.

Fundraising Event

There is a Family Bowling Fundraiser on October 22, 2023 at 1 pm. It is \$25.00 per ticket. Boswell asked Trustees to advertise the event and attend if possible.

Notice of Public Record Posting (Review for Approval)

Boswell presented the updated *Notice of Public Record Posting* that had been reviewed by the city attorney. Motion by Maas/Sobolik to approve and post the *Notice of Public Record Posting*. By voice vote, all in the affirmative; motion passes.

Donations Policy (First Reading)

Boswell presented the *Donations Policy* for a first reading. Review for approval will be at the October meeting.

Investment Policy (First Reading)

Boswell presented the *Investment Policy* for a first reading. Review for approval will be at the October meeting.

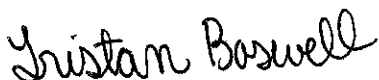
Photography & Filming Policy (First Reading)

Boswell presented the *Photography & Filming Policy* for a first reading. Review for approval will be at the October meeting.

Adjournment:

Motion by Sobolik/Marquardt at 6:42 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Boswell, Ex-Officio Secretary/Library Director

Date Approved: 10/26/2023