



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
November 29, 2022

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

Present: Laabs, Maass, Marquardt, Meidam, Sobolik
Friends: DeMont
Excused: Reszel
Library Staff: Marshall

Adoption of Agenda:

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

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee Laabs and Friends member DeMont shared that the last book and bake sale made about \$2200, and the election bake sale on November 8th made \$250. Friend's member Sandy Moen shared a video of the book sale on TikTok that showed how successful and full the book sale was.

Board President's Report:

President Meidam announced the appointment of Erin DeMont as a new library Trustee beginning in December. Meidam also reported that November 8th voting was operationally successful in the building without incidents and we have hopes that future collaboration will allow voting be held in the basement.

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

Meidam reported that some of these updates can now be found in 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 September, 2022 Regular Meeting of the Library Board of Trustees:

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

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

Motion by Maass/Sobolik to approve expenditures for November 2022 of \$53,468.56 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 November 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for November 2022:

Motion by Maass/Sobolik to approve expenditures for November 2022 of \$1,703.11 from the Friends account, \$0.00 from the Gift Account, \$3,824.49 from the Stosick Account, and \$2,982.62 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 November 2022. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall shared that the report has been modified into sections to more clearly share committee area information, strategic planning updates, and other information. Any further suggestions on how to improve this information report are appreciated. Highlights include potential local business sponsorship for a Black History Month celebration and several staff anniversaries.

Fundraising Initiative:

Marshall presented Trustees with multiple options for further research and organizing for fundraisers. It was concluded that Bingo and Murder Mystery Dinner would be researched further.

Library Funding Advocacy:

Marshall discussed the need for publicly sharing the staffing and services cuts and also the need for discussing how Trustees would like these issues handled when public concerns or comments came up. It was decided that the impending staffing and service cuts would be highlighted in the Director's section of the next quarterly e-mail and the Trustees would discuss advocacy efforts in the next meeting.

Giving Tree:

Marshall reported the first minor fundraising effort at the library. Bethany Meyer (Librarian) made and displayed a giving tree that allowed potential donors to select ornamental snowflakes with different causes and amounts to donate to the library.

Protective Shields:

Marshall reported that several patrons have requested the protective shields be removed from the staff work areas. About 60% of staff still wanted to keep the shields in place due to the increase in new variants and the flu season. Discussion led to the shields remaining in place for the next 6 months and getting reviewed.

Bucyrus Community Grant:

There is a community grant from \$1,000 to \$25,000 from the Bucyrus Foundation with a due date of a letter of intent in early March. The Friends will be approached for this grant and a few drafts of the letter of intent will be made available at the January 2023 board meeting.

Bibliotheca Contract Option:

Marshall reported that the self-checkout machines went down and it was 7 days before Bibliotheca came up with a resolution. This is an unacceptable amount of time with the current prices of the contracted services. The outage was reviewed with Trustees and the cost of going off contract was reviewed and it was decided to remain with the 2023 contract.

Book Mobile:

The possibility of a future book mobile or book cycle was reviewed at the meeting. Trustee Marquardt will put feelers out to see if any Eagle Scouts would be interested in creating that. Marshall will keep an eye out for grants.

Payment Matrix:

Marshall reported via e-mail on November 16th that the City of South Milwaukee passed an updated payment matrix to aid in job vacancy issues within the city. The library has the option to accept the new payment matrix with an increased cost in some positions or to maintain its own matrix. Marshall reported on the upkeep, maintenance, and potential issues with maintaining a matrix separate than the city. In a motion Maass/Reszel to approve the updated matrix and by unanimous vote all in favor and motion passes.

Assistant Director Position and Making a Signer on Accounts:

Marshall asked the board to make Bethany Meyer a signer on library accounts as she will be moving into the Assistant Library Director position. Motion by Sobolik/Marquardt to move Bethany Meyer to be a signer on library accounts. By voice vote, all in the affirmative, motion passes.

Adjournment:

Motion by Maass/Marquardt at 8:19 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 1/24/2023