



South Milwaukee Library
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BOARD OF TRUSTEES
Minutes
Regular Meeting
August 23, 2022

Trustee Reszel called the regular meeting to order at 6:34 p.m.

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

Friends: Erin DeMont

Excused: None

Library Staff: Marshall

Adoption of Agenda:

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

Public Comment:

None.

Correspondence:

Marshall shared information about a video made by patron Kayla for appreciation of Fiber Arts Group program, especially for organizers Trustee Sobolik and Librarian Shirley Langebartels.

Marshall shared a letter from employee Shelver Chris Dolan's family sharing the importance and appreciation of Chris's employment and duties at the library.

Friends Update:

DeMont reported that the election bake sale brought in \$114. During the November book sale the bake sale will be held on the 1st floor. The Fiber arts group has been well received.

Board President's Report:

President Reszel noted that new Trustee Marquardt will begin attendance at the September meeting. Reszel thanked all the Trustees and library staff for their work and support. Reszel will be helping Trustee Meidam transition into her role as Board President starting September 1st, at which point Reszel will take the Vice President position.

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

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

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

Motion by Meidam/Sobolik to approve expenditures for August 2022 of \$54870.34 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 August 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for August 2022:

Motion by Meidam/Sobolik to approve expenditures of \$423.80 from the Friends account, \$0.00 from the Gift Account, \$3,500.17 from the Stosick Account, and \$9,740.00 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 August 2022. By voice vote, all voted in the affirmative. Motion carried.

Library Director's Report:

Director Marshall reported on a multiple week absence by a staff member, picture book shelving for holiday books paid for by the Stosick funding which has arrived and is installed, and the server for the newspaper digitization project being installed and content slowly being added as it is made available. Maass/Sobolik motion to approve the August 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 that the Strategic Plan draft is available for Trustees' review. The Trustees will vote on adopting the Strategic Plan at the next library board meeting. During that month staff members of the library will have the opportunity to provide input and Strategic Plan Committee members will begin drafting a planned timeline to utilize once the plan is in place.

Office Furniture

Marshall presented three quotes for furniture. Motion by Meidam/Sobolik to approve Bern Office quote of \$18,500 dollars. By voice vote, all in the affirmative. Motion carried. Marshall explained that the quote was expired and that the price of the quote may change based on the date of acceptance.

Operating Hours

Marshall presented a draft of open and close dates for the library for the 2023 year. Motion by Reszel/Sobolik to approve the 2023 Calendar. By voice vote, all in the affirmative. Motion carried.

Trustee Contact List

Trustees reviewed the contact list and updates and amendments were noted. Marshall will update and file the updated list.

2023 Budget

Reszel introduced the challenges of the 2023 budget. Marshall explained the different options available. Motion by Sobolik/Meidam to utilize \$60,000 from the General Reserve Fund for gap coverage in the budget, reduce staffing in 2023 voluntarily by \$23,000, and note that positions that are vacated in the remainder of 2022 and 2023 will not be filled without Board review. \$10,000 of Stosick funding will be reserved for the materials budget. By voice vote, all in the affirmative. Motion carried.

Fundraising Initiative

Canvas Bags

Snack/Beverage Sales

Marshall reported on the plans for adding snack and beverage sales to the library revenue stream. Marshall also reported the search for a canvas bag supplier is in progress.

Adjournment:

Motion by Reszel/Sobolik at 7:50 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,

Tristan Marshall

Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: *09/27/2022*