



South Milwaukee Public Library

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Robert M. Pfeiffer, Director

SOUTH MILWAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES

REGULAR MEETING

Tuesday, November 27, 2012

Second Floor Board Room

7:15 p.m.

Finance Committee Meeting

1. Approve the monthly bills
2. Motion to go into closed session per Wisconsin State Statutes, Section 19.85 for the evaluation of the Director.
3. Motion to return to open session.

7:30 p.m.

ROLL CALL

APPROVAL OF THE MINUTES from the October 16, 2012 meeting **ATTACHMENT A**

DELETIONS TO THE AGENDA

APPROVAL OF THE ACCOUNTS PAYABLE for November 22, 2011.

1. Approval of the Gift Fund Expenditures
2. Approval of the Friends Account Expenditures
3. Approval of the Stosick Account Expenditures
4. Approval of the Lost & Paid Fund Expenditures
5. Approval of the Building Fund Expenditures
6. Approval of the Copy Machine Fund Expenditures

PUBLIC COMMENT

DIRECTOR'S REPORT

ATTACHMENT B

COMMITTEE REPORTS

1. Milwaukee County Federated Library System Board report
2. Library Directors Advisory Committee report by the Director
3. South Milwaukee Public Library Foundation Report by Trustee Andrew

CORRESPONDENCE

None

INFORMATION

1. The holiday family fun night will be on Tuesday, December 11th from 6 – 7:45 PM. Santa will be there. Cookies will be served
2. The October circulation statistics are attached. **ATTACHMENT C**
3. The EBSCO Database usage report is attached. **ATTACHMENT D**
4. The Ancestry database usage report is attached. **ATTACHMENT E**

5. A total of 27 children used the Internet stations in the Youth Room and 511 adults used the Internet station in the adult department.
6. The "Holds Not Picked Up" report is attached **ATTACHMENT F**
7. The public hearing on the budget will be held on Monday, November 26 with the budget being adopted by the Council on Tuesday, November 27.
10. We had 94 children and adults attend the Halloween family fun night
11. We will need to have a special meeting of the Finance Committee to pay the final 2012 bills as our December meeting will be held on December 18th.
12. A letter was sent to Representative Mark Honadel congratulating him on his reelection
13. A new fax machine was purchased on 11/8 to replace the old one that died. Funds for this purchase were from the 2012 revolving fund. Purchase price was \$273.47
14. Students, teachers and parents are now able to search BadgerLink by Lexile. **ATTACHMENT G**
15. We have been notified that our telephone system is now obsolete. They will continue to service it. The Director is gathering information and pricing for a new system. This will be in a future capital budget request. The present system is 17 years old.
16. Circulation report on audio and e-books are attached **ATTACHMENT H**

ACTION

1. Motion to receive a check from TSI fax vendor in the amount of \$63.75.
2. Motion to approve a revised job description for the adult reference librarian.
3. Motion to go into closed session per Wisconsin State Statutes 19.85 to receive the report of the Finance and Personnel Committee on the evaluation of the Director
4. Motion to return to open session and review the evaluation with him.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURN

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through interpreter or other auxiliary aids. To request this service contact the Library Director at 768-8195 or in writing to Library Director, South Milwaukee Public Library, 1907 10th Avenue, South Milwaukee, WI 53172.

Next schedule meeting of the Board will **be December 18, 2012**. Please notify the Director if you are unable to attend.
Cc: Board, Community Newspapers, Milwaukee Journal/Sentinel, Common Council Liaison, City Hall, City Administrator, Mayor, posting, file.