



South Milwaukee Public Library

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Robert M. Pfeiffer, Director

**SOUTH MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
Tuesday, August 20, 2013
Second Floor Board Room
NOTE CHANGE IN MEETING TIMES**

AGENDA

6:00 PM Finance Committee meeting to approve monthly bills.

6:15 PM **ROLL CALL**

Ms. Wendi Unger from Baker Tilly will be present to answer any questions about the audit.

DELETIONS TO THE AGENDA

APPROVAL OF THE MINUTES from the July 16, 2013 meeting.

ATTACHMENT A

APPROVAL OF THE ACCOUNTS PAYABLE for August 20, 2013

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 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. Foundation report by Trustee Andrew.

CORRESPONDENCE

None

INFORMATION

1. The Ancestry Library edition statistics are attached. **ATTACHMENT C**
2. A total of 477 people used the adult Internet stations and 13 children used the Internet in the Youth Department.
3. The circulation report for July is attached. **ATTACHMENT D**
4. The "holds not picked up" report is attached **ATTACHMENT E**
6. The EBSCO Database usage report is attached for the Boards information. **ATTACHMENT F**
7. The per circulation rate for 2013 is \$3.89
- 8.. The fax machine had 91 faxes sent out. Our commission check will be \$15.99
9. Board discussion on the 2014 budget as sent out is needed.
10. The Director will be meeting with the Council on October 16th on the Library Budget,
11. The Director will report on the 2012 audit bill

PROUD PAST.....PROMISING FUTURE

12. The New Board list/committee assignments will be handed out at the meeting.
13. Our fax machine company informed us that the price for sending 1 page will increase from \$1.50 to \$1.75 . Sending additional pages will remain at \$1.00 per page.

ACTION

1. Motion to approve the 2012 audit as mailed out to the Board prior to this meeting
2. Motion to approve the 2014 pages wage. The Director is recommending a 2% increase. Probationary rate will go from \$7.55 to \$7.70 and the Regular rate will go from \$7.81 to \$7.97
3. Motion to receive and file the 2012 Milwaukee County Federated Library System..
4. Motion to approve the Youth Services Library and Director to attend the Wisconsin Library Association October 23-26. This is for time only.
5. Discussion and possible motion to enter into a contract with Express Elevator for quarterly inspections of the elevator. The Director will report.
6. Motion to receive a commission check in the amount of \$96.06 from TSI Fax machine company.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

We may need to schedule a special meeting on the budget prior to October 16th. We should pick a date.

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 scheduled meeting of the Board will be on September 17, 2013. 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.