



South Milwaukee Public Library

1907 10th Avenue, South Milwaukee, WI 53172

phone: (414) 768-8195

fax: (414) 768-8072

Robert M. Pfeiffer, Director

SOUTH MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Tuesday, November 22, 2011

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 18, 2011 meeting **ATTACHMENT A**

DELETIONS TO THE AGENDA

APPROVAL OF THE ACCOUNTS PAYABLE for November 22, 2011.

1. Approval of the Stosick Account Expenditures
2. Approval of the Gift Fund Expenditures
3. Approval of the Lost & Paid Fund Expenditures
4. Approval of the Friends Account Expenditures
5. Approval of the gift 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 13th from 6 – 7:45 PM. Santa will be there. Cookies will be served
2. The Director will give a report on the progress of the generator and roofing projects.
3. The October circulation statistics are attached. **ATTACHMENT C**
4. The EBSCO Database usage report is attached. **ATTACHMENT D**

5. A total of 16 children used the Internet stations in the Youth Room and 465 adults used the Internet station in the adult department.
6. The laptop computer circulation report is attached **ATTACHMENT E**
7. The Friends made \$81 at their October book sale and \$382 at the November book sale.
8. The "Holds Not Picked Up" report is attached **ATTACHMENT F**
9. The public hearing on the budget will be held on Monday, November 28 with the budget being adopted by the Council on Tuesday, November 29.
10. We have renewed our lease with Baker and Taylor's book leasing program to lease 180 books.
11. We had 155 children and adults attend the Halloween family fun night
12. The state has signed a new contract with AT&T which will allow the users of BadgerNet to increase their band width from 5Mbps to 10Mbps. We currently had 5 Mbps and need to increase our bandwidth. Our monthly charge is \$100 and will increase to \$250 per month.
13. We will not need to have a special meeting of the Finance Committee to pay the final 2011 bills as our December meeting will be held on December 27th, subject to change in the meeting date.
14. Our third quarter fax activity report from 7/1/2011 to 9/30/2011 shows 210 faxes were sent out.
15. Reminder that the Old Fashioned Christmas celebration will be held on Sunday, November 27, 2011
16. The Director prepared a monthly list of vendors/contractors who perform inspections or do repair work. Copies will be handed out at the meeting.
17. Updated Wisconsin State Statutes, Chapter 43 on Libraries will be handed out. This should be placed in your black policy manual.
18. An updated Boards and Commissions list will be handed out at the meeting.

ACTION

1. Motion to add the Civil Service policy manual to the Board's policy manual.
2. Motion to approve a change in the circulation policy where by any patron that has any charges on their record must clear up their record before their card can be renewed or material checked out. Our present policy is that anyone who has fines under \$5.00 could be their card renewed or check out material.
3. Motion to allow Deborah Zirolecki to carry over two weeks of vacation into 2012 with the stipulation that it be used by March 31.
4. Motion to increase our processing fee from \$4 to \$5. Five dollars is the maximum fee.
5. Motion to go into closed session per Wisconsin State Statues 19.85 to receive the report of the Finance and Personnel Committee on the evaluation of the Director
6. 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 27, 2011. 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.