

The meeting was called to order at 6:30 pm by Acting Chair Rogall.

**1.0 ROLL CALL** – Present: Acting Chair C. Rogall, Trustees: L. Hertel, M. Hug, B. Ludwig and P. Waldoch. Director P. Laughlin. Absent: M. Lindberg, C. D’Acquisto, and Village Liaison L. Teschendorf. Audience: A. Hug and M. Hammer from the Library Study Committee.

**2.0 GENERAL COMMUNICATION**

2.1 Board received thank you note from the Nelson Family. Ms. Laughlin noted the Library Board contributed to the Sergeant Blake Nelson Memorial Fund.

2.2 Board received thank you note from the Hales Corners Police Department for our support for the Sergeant Blake Nelson Memorial Fund..

**3.0 COMMITTEE & LIAISON REPORTS**

3.1 Library Building Program: Study Committee

3.1.1 Fundraising questions: Ms. Laughlin reviewed two questions and the response from Village Attorney. Briefly, the Study Committee will not need to go into closed session when talking about potential donors and Library Board members may engage in fundraising for the stated purpose.

3.1.2 Report: Ms. Hug reviewed the work of the Study Committee and the draft report. There was an extended discussion on the need for an architectural and engineering study to start a fundraising campaign. Potential donors will want to see what the building will look like and what the estimated cost will be. The Library Board will need to put together a plan to address this matter with the Village Board. Discussion included partnerships within the community to help pay for the architectural and engineering study.

3.2 Building & Grounds Committee: No report

3.3 Finance & Personnel Committee: agenda items 4.2 and 4.3

3.4 Friends of the Library Liaison: Ms. Laughlin reported on February 20<sup>th</sup> meeting. Jennifer Charpentier is a new director-at-large on the FOL Board.

3.5 Legislative Liaison: Ms. Laughlin reported Library Legislative Day (2/12/2019) was cancelled due to weather. WLA 2019-2021 State Budget Priorities was distributed.

3.6 Whitnall School District Liaison: no report

3.7 Village Chamber of Commerce: Ms. Laughlin reported on February Board meeting (2/20/2019): presentation from Costco, annual internal audit, 2019 scholarship contribution, and discussion on using Chamber funds within the community. The upcoming annual meeting is in March (3/14) with election of officers.

3.8 Village Liaison: no report

**4.0 AGENDA ITEM**

4.1 Minutes of the January 24, 2019 meeting were reviewed. Two corrections were made to remove C. Rogall from agenda item 4.8, roll call vote and under agenda item 3.2 change to 4.3 and 4.4, from 4.2 and 4.3. A motion was made and seconded (Hug/Hertel) to approve the minutes as corrected; motion passed

- unanimously.
- 4.2 The Board reviewed the Library budget report for January 2019. A motion was made and seconded (Hertel/Ludwig) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
  - 4.3 The Board reviewed the Library Board Funds for January 2019.
    - 4.3.1 Ms. Hertel reported the Committee's recommendation to transfer program revenue to unrestricted. A motion was made and seconded (Waldoch/Hug); motion passed unanimously.
    - 4.3.2 There was a motion and a second (Hertel/Hug) to accept the Library Board Fund report; motion passed unanimously.
  - 4.4 There will be a training session for library staff, Library Board, and building tenants: on Saturday, June 22, 2019 by MPL Security Manager.
  - 4.5 Personnel report: Ms. Laughlin reported janitor is leaving at the end of March. This is a contract position and often takes time to find a replacement. Also, the long-time service person with Johnson Controls is retiring; new service person has been assigned and is familiar with the HVAC system.
  - 4.6 Meetings: Library Directors Advisory Council (2/7/2019): agenda items included annual report statistics, library closings and best practices, proposed new system for handling fines collected at non-owning libraries. MCFLS Board (2/18/2019): agenda items included MPL Resource Library Report (copy distributed), 2019 officers, Interlibrary Services Annual Statistics, and Strategic Planning.
  - 4.7 Library director's annual evaluation and 2019 compensation for library employees  
Motion and second (Ludwig/Hertel) at 7:27 pm for the Library Board to enter into closed session pursuant to Wisconsin Statutes §19.85(1)(c), as is required for considering the employment, promotion, compensation or performance evaluation data for the Library Director, Circulation Supervisor, Youth services Librarian, Adult Services Librarian/Assistant Director, Library Assistant, Desk Clerks, Pages-Shelvers, Interns, Seasonal Pages, Substitute Librarians, and substitute Desk Clerks over which the governmental body has jurisdiction or exercises responsibility, to discuss the compensation and evaluation for specific individual employees. Roll Call Vote: Ayes: Hertel, Hug, Ludwig, Rogall, and Waldoch, Nays: none. Library Board convened into closed session at 7:27 pm. Motion (Hug/Ludwig) to re-enter open session at 7:59 pm. Roll Call: Ayes: Hertel, Hug, Ludwig, Rogall and Waldoch. Nays: none.  
Action items: Motion was made and seconded (Hertel/Hug) to accept Library Director's 2019 goals; motion passed unanimously. Motion was made and seconded (Hertel/Hug) to approve the 2019 salary budget as discussed and to present to the Village Board the salary budget information as directed by the Village Administrator; motion passed unanimously.
  - 4.9 Next meeting date: Thursday, March 28, 2019 (4<sup>th</sup> Thursday)

**5.0 ADJOURNMENT:** Motion to adjourn (Ludwig/Waldoch) at 8:01 p.m.; unanimously approved.

Beth Ludwig / (e-signature)  
Beth Ludwig, Secretary

cc: Library Board, Library Director, Library staff, Library Bulletin Board, Village Board, Village Administrator, Village Hall Bulletin Board, MCFLS