

The meeting was called to order at 6:32 pm by Chair Lindberg.

1.0 ROLL CALL – Present: Chair M. Lindberg, Trustees: L. Hertel, M. Hug, B. Ludwig, and P. Waldoch. Director P. Laughlin, Village Trustee L. Teschendorf (left meeting 7:45 pm). Absent: C. D’Acquisto, and C. Rogall. Audience: none

2.0 GENERAL COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee

3.1.1 Ms. Laughlin reported the committee met on Thursday, March 21, 2019. There was discussion about needing an architectural and engineering study in order to plan for fundraising – donors want to see what a renovated library will look like as well as what it will cost. Ms. Laughlin reviewed the cost for this type of study that was done by the North Shore Library along with their request for proposal and responses. The Board reviewed options for raising funds to help pay for an architectural and engineering study. It was suggested that if the budget for the study is \$50,000 that the Board raise 50% of the cost with partnerships (such as the Friends of the Library and community organizations). Ms. Laughlin will work with Study Committee Chair, Andrea Hug, to pursue some of these ideas. On another topic, library trustees were asked to submit quotes for the Case Study. Ms. Laughlin will be adding statistics to the Case Study.

3.2 Building & Grounds Committee: No report

3.3 Finance & Personnel Committee: Mrs. Hertel reported the committee is close to completing its review of the Library/Village Employee Handbook.

3.4 Friends of the Library Liaison: Mrs. Hertel reported Tastes of Hales Corners was successful. The Friends are moving on to the annual used book sale and the ice cream social event this summer.

3.5 Legislative Liaison: Ms. Laughlin reported the Joint Finance Committee is meeting in Oak Creek on Thursday, April 11th at the Community Center.

3.6 Whitnall School District Liaison: In Mr. D’Acquisto’s absence, Ms. Laughlin reported on the Dr. Seuss program (3/1/). About 225 people attended. For the Barney Saltzberg visiting author event at Edgerton and HC Elementary, Patrick Lodge, youth services librarian attended several of the events and then both Mr. Lodge and Ms. Laughlin joined Whitnall staff and teachers for lunch with Mr. Saltzberg.

3.7 Village Chamber of Commerce: Ms. Laughlin reported on the annual meeting held early in March (3/14). New officers: James Huot, Manager of Tri-City National Bank Hales Corners, is the new president, Kenneth Goltz, Horace Mann Insurance, is the new vice president/president elect, Pam Nerby, Holz Chevrolet, is treasurer, Rob Petri is secretary, Tim Dittloff, Whitnall Park Rotary Club, is Chair of the Nominating Committee, and Andy Lesar, State Farm Insurance, is a director at large.

3.8 Village Liaison: Ms. Teschendorf reported DPW new shed is almost completed.

Work has begun on the old K-Mart building. Linda is retiring after 27 years on the Village Board. Trustees wished her well and thanked her for serving as liaison to the Library Board.

4.0 AGENDA ITEM

- 4.1 Minutes of the February 28, 2019 meeting were reviewed. A motion was made and seconded (Hug/Waldoch) to approve the minutes as presented; motion passed unanimously.
- 4.2 Minutes of the March 4, 2019 meeting were reviewed. A motion was made and seconded (Ludwig/Hug) to approve the minutes as presented; motion passed unanimously.
- 4.3 The Board reviewed the Library budget report for February 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.
- 4.4 The Board reviewed the Library Board Funds for February 2019. There was a motion and a second (Ludwig/Hertel) to accept the Library Board Fund report; motion passed unanimously.
- 4.5 2019 Library Budget (amended): Ms. Laughlin reviewed the amended 2019 budget with 2019 salaries and benefits. Ms. Laughlin noted that, although the Village Board does not have the ability to cut line item budgets, the landscape line budget was cut by \$2,000. The original line budget of \$6,800 covered contract service for maintaining the north side of the Hunt Center and the newly planted slope area. At the April meeting, Ms. Laughlin will ask the Library Board to transfer funds from account 551-810 – building maintenance – project to account 551-456 contract service – landscape to cover ongoing landscape maintenance.
- 4.6 2018 State Annual Report: Ms. Laughlin reviewed the cover letter and two sections of the report that are signed by the Library Director and Library Board President. After a brief discussion and suggestion for editing the cover letter, there was a motion made and seconded (Hug/Waldoch) to complete and submit the annual report as discussed. Motion passed unanimously.
- 4.7 Library Resolution #L19-02 – transfer funds to Village General Fund: Ms. Laughlin noted this transfer of funds was part of the library's 2019 budget and was using funds received in February 2019 for providing service to nonresidents. After a brief discussion, there was motion made and seconded (Waldoch/Ludwig) to approve the transfer of funds; motion passed unanimously.
- 4.8 Recording public meetings: Ms. Laughlin reported on how the library is complying with Village Resolution #18-59. A Yeti stereo microphone was purchased to record public meetings. Audacity software (a free app) is used with the microphone. The microphone is stored in the Hunt Center AV closet and is available for use by building tenants, other Village departments, and upon request by any organization that has paid the AV security deposit. The microphone may be used outside of the building. The library provides assistance with setting up the Audacity software and using the microphone. The Library Director provides audio recordings of any public meetings in a MP3 format; audio records can be provided as an attachment an email or burned to a CD.
- 4.9 Personnel report: Ms. Laughlin reported a candidate for the intern position will be interviewed on Friday. Janitor's last day is Friday as well.
- 4.10 Meetings: Library Directors Advisory Council (3/7/2019): agenda items included changes to how MCFLS handles service and communication during closed periods, a new procedure for collecting fines over \$5 by non-owning libraries, and submitting a grant for cybersecurity training. MCFLS Board (3/18/2019): agenda

items included follow up to strategic planning and submitting cybersecurity grant.

4.11 Library patron incidents:

Motion made and seconded (Hug/Hertel) at 7:28 pm for the Library Board to enter into closed session with regard to incidents with a library patron, pursuant to Wisconsin Statute §19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations with regard to incidents involving a library patron. Roll Call Vote: Ayes: Hertel, Hug, Lindberg, Ludwig and Waldoch. Nays: none. Library Board convened into closed session at 7:28 pm. Village Trustee L. Teschendorf was invited into the closed session. Motion and a second (Hertel/Hug) to re-enter open session at 7:43. Roll Call: Ayes: Hertel, Hug, Lindberg, Ludwig and Waldoch, Nays: none. Action: none

Village Trustee L. Teschendorf left the meeting.

4.12 2019 compensation for library employees (Resolution #L19-01) and Library Director's 1st quarterly report:

Motion made and seconded (Hug/Waldoch) at 7:45 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, Lindberg, Ludwig, and Waldoch, Nays: none. Library Board convened into closed session at 7:45 pm. Motion (Hertel/Hug) to re-enter open session at 7:54 pm. Roll Call: Ayes: Hertel, Hug, Lindberg, Ludwig, and Waldoch. Nays: none. Action: Motion to adopt Resolution #L19 - 01 and attachment A was made and seconded (Hertel/Hug); motion passed unanimously.

4.9 Next meeting date: Thursday, April 25, 2019 (4th Thursday)

5.0 ADJOURNMENT: Motion to adjourn (Hug/Ludwig) at 7:55 p.m.; unanimously approved.

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

Distribution: Library Board, Library Director, Library staff, Village Administrator, Village Board, MCFLS
Post: Library Bulletin Board, Village Hall Bulletin Board, Fire Department