

The meeting was called to order at 6:31 pm by Chair Lindberg.

1.0 ROLL CALL – Present: Chair M. Lindberg, Trustees: L. Hertel, M. Hug, B. Ludwig, C. Rogall, and P. Waldoch. Director P. Laughlin, Village Liaison Linda Bergan. Absent: C. D’Acquisto. Audience: Janice Sciano, Circulation Services Supervisor, Samantha Spottek, Library Intern

2.0 GENERAL COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee

3.1.1 Ms. Laughlin reported Ms. Hug, chair of the Study Committee, made a presentation to the HC Chamber Board on Wednesday, April 17th. Presentation included a request for \$2,000 to help fund an architectural and engineering study. Discussion will continue at the June Chamber Board meeting.

3.2 Building & Grounds Committee: Project discussion in agenda item 4.9

3.3 Finance & Personnel Committee: Mrs. Hertel reported the Committee has reviewed more than half of the Library/Village Employee Handbook.

3.4 Friends of the Library Liaison: Ms. Laughlin reported on the April 17th meeting. Membership is up to 62. A survey was conducted after the Wine & Beer tasting event, reaching out to attendees with emails. The annual used book sale raised just over \$1,800 along with \$220 in memberships.

3.5 Legislative Liaison: No report.

3.6 Whitnall School District Liaison: In Mr. D’Acquisto’s absence, Ms. Laughlin reported on the upcoming Whitnall Family Night taking place at the library on Friday, May 10th.

3.7 Village Chamber of Commerce: Ms. Laughlin noted the report from the Chamber Board meeting under the Study Committee above. A ribbon-cutting event took place on Saturday, April 13th for the new dentist located on Highway 100. The scholarship banquet is coming up on Thursday, May 16th. The Chamber raises funds for two scholarships that are awarded to Whitnall students.

3.8 Village Liaison: Linda Bergan is the new liaison to the Library Board. This is her first meeting. There was a brief report on the ribbon cutting event for the new DPW garage.

4.0 AGENDA ITEM

4.1 Minutes of the March 28, 2019 meeting were reviewed. A motion was made and seconded (Hug/Waldoch) to approve the minutes as presented; motion passed unanimously.

4.2 The Board reviewed the Library budget report for March 2019. A motion was made and seconded (Ludwig/Hertel) 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 March 2019. There was a motion and a second (Rogall/Hug) to accept the Library Board Fund report; motion passed

- unanimously.
- 4.4 2019 Library Budget (amended): Board considered plan to transfer \$2,000 from account 551-810 – building maintenance – project to account 551-456 contract service - landscape to cover contract service for maintaining the north side of the Hunt Center and the newly planted slope area. After a brief discussion, there was a motion and a second (Hug/Rogall) to transfer the funds as noted; motion passed unanimously.
 - 4.5 Youth Services Librarian: Board reviewed revised job description and 2019 pay plan. A motion was made and seconded (Ludwig/Hug) to approve the job description as revised and to use the 2019 step plan; motion passed unanimously.
 - 4.6 Desk Clerk: Board reviewed revised job description and 2019 pay plan. A motion was made and seconded (Waldoch/Rogall) to approve the job description as revised and to use the 2019 step plan; motion passed unanimously.
 - 4.7 Patron letter regarding damaged item: Mrs. Sciano reviewed staff procedures for items returned damaged. After a lengthy discussion and a number of questions, a motion was made and seconded (Rogall/Hug) to waive the charges (replacement cost for the book and processing fee) on a one-time basis with further notes that this action does not reflect on the staff procedure, a note be added to the patron's record to this effect, the damaged book is not given to the patron, and that the Library Board values this patron for her library use. After further discussion and some questions to clarify, the motion passed (4 Ayes, 2 Nays).
 - 4.8 Library Board – Annual meeting, election of officers: Mrs. Lindberg reviewed the upcoming annual meeting and election of officers information. Ms. Ludwig noted that she would like to step down from the Secretary position.
 - 4.9 Building & Grounds – Outdoor sign, evergreen trees, plans: Ms. Laughlin presented a series of photos showing the outdoor sign blown over after high winds and a storm. The sign was removed by DPW. The plan is to maintain the outdoor electrical outlet at this sign location through 2019 so that the HC Historical Society can use it for their fundraiser in October and the Library can use it for the annual community tree lighting event in December. The Library's Building & Grounds Committee will be asked to research a new outdoor sign that will include message capability, replacing the mishmash of signs posted in this lower field area for community events. Also, the Committee will research replacement of the two conifers that are dying, replacing them with one or two large-size conifers that can be used for the annual community tree lighting event. No action was needed.
 - 4.10 Personnel report: new intern was hired, Maida Berg, and one current intern is graduating in May. Upon graduation her job title will become Associate Librarian, with no change in pay but helpful as she applies for her career job.
 - 4.11 MCFLS appointment to WPLC Digital Steering Committee: Assistant Library Director Eric Branske was appointed to serve on this committee. Mr. Branske is replacing Emily Vieyra, from Shorewood Public Library, and joining Judy Pinger from Milwaukee Public Library and Jennifer Loeffel from Franklin Public Library. The WPLC Digital Steering Committee manages the Wisconsin Digital Library for the State of Wisconsin public libraries. Committee meetings are several times a year, usually held remotely.
 - 4.12 Meetings: Library Directors Advisory Council (4/18/2019): agenda items included strategic planning, UWM-SOIS and academic teach for public librarians, cybersecurity training. MCFLS Board (4/15/2019): agenda items included strategic planning.
 - 4.13 Youth Services Librarian:
Motion made and seconded (Waldoch/Hug) at 8:00 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, Rogall, and Waldoch, Nays: none. Library Board convened into closed session at 8:00 pm. Motion made and seconded (Hug/Rogall) to re-enter open session at 8:10 pm. Roll Call: Ayes: Hertel, Hug, Lindberg, Ludwig, Rogall, and Waldoch. Nays: none. Action: none

4.9 Next meeting date: Thursday, May 23rd, 2019 (4th Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Ludwig/Hug) to adjourn at 8:10 p.m.; unanimously approved.

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

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