

The meeting was called to order at 6:30 pm by Chair D'Acquisto.

**1.0 ROLL CALL** – Present: Chair C. D'Acquisto, Trustees: L. Hertel, M. Lindberg, C. Rogall, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Absent: M. Hug, B. Ludwig. Audience: Eric Branske, Assistant Library Director, Steve Heser, MCFLS Director, Mark Maurice, Greater Milwaukee Foundation.

**2.0 GENERAL COMMUNICATION:** none

**3.0 COMMITTEE & LIAISON REPORTS**

3.1 Library Building Program: Study Committee

3.1.1 Ms. Laughlin reviewed funding plan to date. Whitnall Park Rotary Club has pledged \$500. Commitments towards the architectural and engineering study are now at \$20,500 with \$25,000 as the private funding goal. Ms. Laughlin will give a presentation to the Hales Corners Lions Club in November.

3.1.2 Village Board meeting (9/9/2019) report: Al Strekow and Pat Laughlin presentation on the Study Committee work to-date. Village trustees appreciated receiving the information. There were no questions.

3.2 Building & Grounds Committee: Ms. Waldoch reporting on Thursday, September 12 meeting. Committee has started planning for replacement for the outdoor sign (lower level field area) and the diseased conifer trees. Their next meeting is Thursday, November 14.

3.3 Finance & Personnel Committee: agenda items 4.4, 4.5, 4.6 and 4.10

3.4 Friends of the Library Liaison: Mrs. Hertel reported on the FOL Annual Meeting held this week (Tuesday, September 24<sup>th</sup>). The Friends adopted a budget for 2020. Ms. Laughlin presented the 2018 community annual report and along with updates on the summer reading programs and building project.

3.5 Legislative Liaison: no report

3.6 Whitnall School District Liaison: Mr. D'Acquisto reported on their strategic planning process.

3.7 Village Chamber of Commerce: Ms. Laughlin reported on member meeting held on Tuesday 9/17, featuring County Supervisor Patti Logsdon. Next meeting is October 17 and will feature the new HC Fire Chief Pete Jaskulski.

3.8 Village Liaison: Ms. Bergan reported on HWY 100, Festival Foods opening in November and the Sendik's Fresh2Go is now renovated and open.

**4.0 AGENDA ITEM**

4.1 Minutes of the August 22, 2019 meeting were reviewed. A motion was made and seconded (Lindberg/Hertel) to approve the minutes as presented; motion passed unanimously.

4.2 Mark Maurice, Greater Milwaukee Foundation (GMF): provided an overview of funds management and services that the GMF offers. The purpose of this presentation is to be prepared for private donations for the library building project.

John DeBacher, Director of Public Library Development, Wisconsin Department of Public Instruction, advised that the Library Board work with a community foundation, such as the Greater Milwaukee Foundation, for receiving and managing private donations.

- 4.3 Steve Hesel, MCFLS Director: provided an overview of the proposed changes to MCFLS Agreements 2020-2024. The MCFLS Strategic Plan 2020-2024 identified several areas that will require additional funding to implement. The proposed changes to agreements are over a five year period and support the strategic planning initiatives. The three agreements are: Cataloging Contract, signed by MCFLS and City of Milwaukee Public Library, Resource Library Agreement, signed by MCFLS and City of Milwaukee Public Library, and ILS, Resource Sharing and Technology Agreement, signed by MCFLS and MCFLS member libraries. (Ms. Laughlin noted that there is no impact on reciprocal borrowing payments received in 2020.) The MCFLS Board meets on Monday, September 30<sup>th</sup> to review the three agreements. The approved ILS, Resource Sharing and Technology Agreement will be sent out to member libraries with a November 30<sup>th</sup> deadline for signing.
- 4.4 The Board reviewed the Library budget report for August 2019. There was a motion and a second (Hertel/Lindberg) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 4.5 The Board reviewed the payroll reports #19 & #20. After a brief discussion, there was a motion and a second (Lindberg/Hertel) to accept the payroll reports as presented; motion passed unanimously.
- 4.6 The Board reviewed the Library Board Funds for August 2019. There was a motion and a second (Hertel/Rogall) to accept the Library Board Fund report; motion passed unanimously.
- 4.7 2020 library budget
  - 4.7.1 Update on proposal (distributed at meeting): Ms. Laughlin reviewed the goals, noting questions from the Village Board presentation. Ms. Laughlin reviewed the updated equipment replacement plan. After a brief discussion, there was a motion and a second (Rogall/Lindberg) to approve the budget as revised; motion passed unanimously.
  - 4.7.2 Report on Village board presentation (9/25/2019): Ms. Hertel and Mr. D'Acquisto reported on the discussion over the capital improvement request for \$25,000 to help fund the architectural and engineering study. Minutes from the Village Committee of the Whole Meeting (8/1/2016) were reviewed. Discussion included information from the audio which had references to a referendum. (Copy of the 8/1/2016 minutes, email from S. Kulik with notes on the audio, and Village Resolution #16-49 are included as an attachment.) After some discussion, there was agreement that Village Administrator Kulik will look into where unspent funds could be used towards this project.
- 4.8 Bluemel's Seasonal Maintenance: 5-year contract 2020-2025: Ms. Laughlin reviewed the proposal, areas to be maintained, what work will be done from Spring clean-up through Fall clean-up, cost per year with option for 5-year contract. Recommendations from Village Administrator Kulik and DPW Director Martin is to work with Village Attorney on standard contract to cover issues such as "subject to appropriation." Ms. Lindberg suggested including in the contract some language to handle any changes to outside landscaping needs due to library building project. After some discussion, there was a motion and a second (Lindberg/Rogall) to have the library director work with Village Attorney on contract with Bluemel's for a 5-years contract 2020-2025 as discussed; motion passed unanimously.

- 4.9 2018 State Annual Report: HC Library non-compliance plan: Library Board reviewed the draft letter to Steve Hesper, MCFLS Director, regarding a plan to ensure the HC Library completes and submits the State Annual Report by or before the March 1<sup>st</sup> deadline. Plan includes noting the March 1<sup>st</sup> deadline as part of the library's budget proposal to the Village Board and noting the deadline during the library's oral presentation to the Village Board. If the Village budget process goes beyond November, the Library Board will inform the MCFLS and the DPI of the situation. Mr. Hesper noted this plan will be considered by the MCFLS Board at their meeting on Monday, September 30<sup>th</sup>. After some discussion, there was a motion and a second (Lindberg/Rogall) to approve the non-compliance plan as presented; motion passed unanimously.
- 4.10 Job description: Ms. Hertel reported the Finance & Personnel Committee recommends approval of the revised library page job description. There was a motion and a second (Lindberg/Hertel) to approve the job description as revised; motion passed unanimously.
- 4.11 Library Employee Handbook: notes from trustees will be incorporated into the draft handbook. Ms. Laughlin reviewed the next steps: review by Attorney Hubacher, report back to the Library Board, discussion with the Village Board prior to action by the Library Board.
- 4.12 Summer Reading Programs & Clubs: report (distributed at meeting): Ms. Laughlin reviewed the 2019 summer reading clubs statistics noting that the youth services librarian resigned in April 2019, no outreach to area schools in May and June was provided, and very limited outreach to HC Elementary and Edgerton schools for their family nights.
- 4.13 Meeting packet distribution: Ms. Laughlin reported on changing distribution of meeting packets on a voluntary basis. Several trustees indicated interest in receiving scanned copies instead of print.
- 4.14 Projects – update: Ms. Laughlin reported annual cleaning projects were almost completed, parking lot signs are installed, and Priscilla Riebs Memorial books will be on display in October.
- 4.15 Personnel Report: Ms. Laughlin reported a library page resigned, new page was hired (a former 2018 book squad member), a library intern resigned this week and the library director will be on vacation 9/27 through 10/7.
- 4.16 Meetings:
- 4.16.1 Library Directors Advisory Council (9/5/2019): agenda items included agreements up for renewal
- 4.16.2 MCFLS Board will meet on Monday, September 30<sup>th</sup>.
- 4.17 Library Director's 3<sup>rd</sup> quarterly report:  
Motion made and seconded (Lindberg/Rogall) 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: D'Acquisto, Hertel, Lindberg, Rogall, and Waldoch. Nays: none. Library Board convened into closed session at 8:17 p.m. Motion (Lindberg/Hertel) to re-enter open session at 8:34 p.m. Roll Call: Ayes: D'Acquisto, Hertel, Lindberg, and Waldoch. Nays: none.
- 4.18 Action: none

4.19 Next meeting date: Thursday, October 24, 2019 (4<sup>th</sup> Thursday)

**5.0 ADJOURNMENT:** Motion made and seconded (Lindberg/Hertel) to adjourn at 8:35 p.m.; motion passed unanimously.

*Patricia Waldoch* / (e-signature)

Patricia Waldoch, Secretary

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