

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, B. Ludwig, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Absent: M. Hug, M. Lindberg, and C. Rogall. Audience: none

2.0 GENERAL COMMUNICATION:

2.1 Email from Amy Mills, daughter of Priscilla Riebs, regarding the books in memory of her mother was reviewed and discussed. Ms. Laughlin noted that Jennifer Najoom, another daughter, visited the library to see the books on display.

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee

3.1.1 Ms. Laughlin reviewed funding plan to date. The HC Lions Club Board recommended to their membership \$500 towards the project. This gives a balance of \$19,800 committed towards the architectural and engineering study.

3.1.2 Ms. Laughlin reviewed other Village/Library funds leftover from various projects. The Library Board is asked to make a request to the Village Board to consolidate these funds (\$7,265) and use them for the architectural and engineering study. After some discussion, there was a motion and a second (Hertel/Ludwig) to make that request; motion passed unanimously.

3.1.3 Library Board Fund (600-32632): continued discussion on use of this fund for the project. The Library Board is considering between \$10,000 and \$15,000 of the carryover balance for the project. There was a motion and a second (Hertel/Ludwig) to hold off on a decision until there are more library trustees at a meeting, possibly in January 2020; motion passed unanimously.

3.2 Building & Grounds Committee: no report

3.3 Finance & Personnel Committee: agenda items 4.2, 4.3, 4.4

3.4 Friends of the Library Liaison: no report; Mrs. Hertel reported next meeting is Thursday 12/5.

3.5 Legislative Liaison: no report

3.6 Whitnall School District Liaison: Mr. D'Acquisto reported Library Director Pat Laughlin and Youth Services Librarian Megan Lohrenz attended the EES PTO meeting. Holiday concerts have started. Theater events are coming up. The high school cafeteria is being renovated. The next School Board election (Spring 2020) will have three positions open. Ms. Laughlin gave a report on the Whitnall Family Night at the Library (11/1).

3.7 Village Chamber of Commerce: Ms. Laughlin reported on member meeting held on Tuesday 11/12 at The Bosch. Next meeting is 12/12 at That's Amore.

3.8 Village Liaison: Ms. Bergan reported on Hyw 100, DPW garage

4.0 AGENDA ITEM

- 4.1 Minutes of the October 24, 2019 meeting were reviewed. Two corrections were noted. A motion was made and seconded (Hertel/Ludwig) to approve the minutes as corrected; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for October 2019. There was a motion and a second (Hertel/Ludwig) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 4.3 The Board reviewed the payroll reports #23 & #24. After a brief discussion, there was a motion and a second (Hertel/Ludwig) to accept the payroll reports as presented; motion passed unanimously.
- 4.4 The Board reviewed the Library Board Funds for October 2019. There was a motion and a second (Ludwig/Waldoch) to accept the Library Board Fund report; motion passed unanimously.
- 4.5 Friends of the Library: request to serve wine and beer at their annual fundraiser "The Tastes of Hales Corners" on Thursday, March 5, 2020, to close the library at 4 p.m. that day, and to serve wine at the staff appreciation dinner in April. There was a motion and a second (Hertel/Ludwig) to approve the request; motion passed unanimously.
- 4.6 MCFLS ILS, Resource Sharing, and Technology Agreement, 2020-2014: after a brief discussion, there was a motion and a second (Ludwig/Hertel) to approve signing the agreement as discussed; motion passed unanimously. Agreement is signed by the Library Board president.
- 4.7 2020 Library Budget Goals: Ms. Laughlin reviewed the goals for the 2020 library budget noting that the library will be paying for two memberships to Wisconsin Library Association, for the Assistant Director and for the Youth Services Librarian. Ms. Laughlin also noted the questions that came up during the budget presentation on the special supplies line budget and the plans to have the 2019 community annual report include information about the new focus on sensory story times, STEM/STEAM for school-age children and teens. After a brief discussion, there was a motion and a second (Ludwig/Hertel) to reaffirm the goals as discussed; motion passed unanimously.
- 4.8 2019 Budget: year-end estimate: Ms. Laughlin reviewed the unplanned costs for unemployment insurance, boiler maintenance and building maintenance. At this time, the library budget has a balance of just over \$1,800 unspent funds that will be returned to the Village General Fund.
- 4.9 Bluemel's 5-year contract, Library contract: The Board reviewed the 5-year contract with Bluemel's and the Library's contract addressing issues raised in previous discussions concerning approved funding each year and possibility of changes in the library's landscaping with a renovation project. After a brief discussion, there was a motion and a second (Hertel/Ludwig) to sign the contracts as discussed; motion passed unanimously.
- 4.10 Library Director's annual evaluation: Library Board reviewed the cover memo and received the documents used in the Library Director's annual evaluation.
- 4.11 Projects – update: Library Employee Handbook will be reviewed at the 12/19 Library Board meeting and will include review notes from Attorney Hubacher.
- 4.12 Personnel report: the library is at full staff, library will be posting job notice for library intern position(s) since the two interns on staff will be graduating in the spring, and Library Director on vacation/holiday leave 11/25-11/29
- 4.13 Meetings:
 - 4.13.1 Library Directors Advisory Council (11/7/2019): agenda items included the MCFLS privacy policy that will be adopted in early 2020; member libraries

will then look at adopting similar privacy policies by their library boards. The new CoCat mobile will be launched in early December

4.13.2 MCFLS Board (12/16/2019): next meeting is coming up.

4.14 Next meeting date: Thursday, December 19, 2019 (3rd Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Ludwig/Hertel) to adjourn at 7:30 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