

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

**1.0 ROLL CALL** – Present: Acting Chair C. Rogall, Trustees: M. Hug, M. Lindberg, B. Ludwig, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Absent: C. D’Acquisto, L. Hertel. Audience: Assistant Library Director Eric Branske.

**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. The Village Board voted 4-no to 3-yes to not transfer leftover funds from library projects to support the architectural and engineering study. Ms. Laughlin has met with two of the Village Trustees who voted “no” and had concerns that she was able to address in those one-on-one meetings. Discussion of Library Board Fund (600-32632) will continue at the February meeting.

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: Ms. Laughlin reported on the 1/16/2020 meeting. The Friends approved a \$50 memorial for Bonnie Ruesch, long-time volunteer for the Friends. Next meeting is Thursday 2/6.

3.5 Legislative Liaison: no report

3.6 Whitnall School District Liaison: no report

3.7 Village Chamber of Commerce: Ms. Laughlin reported on Board meeting (1/15) and member meeting held on Tuesday 1/21 at Tanpopo. Ms. Laughlin has agreed to serve another 3-year term as program chair for the Chamber. Annual meeting, with election of officers is in March.

3.8 Village Liaison: Ms. Bergan reported on Hwy 100 and repair of the dip at Janesville Road, Roger Brinkmeier will serve as pro-tem as needed, and an update on the DPW garage/shed projects.

**4.0 AGENDA ITEM**

4.1 Minutes of the November 21, 2019 meeting were carried over to the February meeting.

4.2 The Board reviewed the Library budget report for December 2019. There was a motion and a second (Lindberg/Hug) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.

4.3 The Board reviewed the payroll reports #27, #28, #1 and #2. After a brief discussion, there was a motion and a second (Lindberg/Ludwig) to accept the payroll reports as presented; motion passed unanimously.

4.4 The Board reviewed the Library Board Funds for December 2019. There was a motion and a second (Lindberg/Hug) to accept the Library Board Fund report; motion passed unanimously.

4.5 2019 Budget – year-end estimate: Ms. Laughlin reported on the pre-audit operating

- expenses through the end of December and YTD personnel expenses through pay period #24 (ending 11/15/2019). At this time the library's budget has a balance of \$1,003 that would be returned to the Village General Fund.
- 4.6 2020 Hours of Service: After a brief discussion, there was a motion and a second (Lindberg/Ludwig) to approve the 2020 hours of service and holiday closings; motion passed unanimously.
  - 4.7 Job description: update library intern: After a brief discussion, there was a motion and a second (Hug/Lindberg) to approve the updated library intern job description as presented; motion passed unanimously.
  - 4.8 Library internet and email use policy for users of the library's computer network: Ms. Laughlin explained that the Village had a similar policy for their Employee Handbook and the Library's new Employee Handbook will refer to this policy. The Library's policy was reviewed by Milwaukee County Federated Library System (MCFLS) staff because all email and internet operations are handled and managed by the MCFLS. It was noted that this policy is to be signed by all employees who have job responsibilities for using the library's internet and email systems. There was a motion and a second (Hug/Lindberg) to approve the policy as presented; motion passed unanimously.
  - 4.9 Richard E. Skogg Memorial Fund: additional donation: After a brief discussion, there was a motion and a second (Ludwig/Hug) to approve the use of the new donation for the collection development component of the memorial fund; motion passed unanimously.
  - 4.10 Outside stairs and hand railing: report on problem, replacement costs: Board reviewed photos of the rusted hand railing and proposal from Badger Railing, Inc. to replace the hand railing and add a second hand railing to bring the stairs up to code. There were questions about installation of a new hand railing with the crumbling concrete. Ms. Laughlin will ask for details from Badger Railing. After a brief discussion, there was a motion and a second (Lindberg/Hug) to request funding of \$8,000 for this unplanned repair project from the Village Board; motion passed unanimously.
  - 4.11 Personnel report: update: Ms. Laughlin reported Library Intern Sam Spottek has resigned; she is taking a youth services position at another library. A library intern candidate was interviewed earlier in the day.
  - 4.12 Meetings
    - 4.12.1 Library Directors Advisory Council (12/5/2019 & 1/9/2020): agenda items included the Wauwatosa Library eliminating overdue fines for children's material and an update on the new CoCat app.
    - 4.12.2 MCFLS Board (12/16/2019 & 1/20/2020): agenda items included election of officers and guidelines for the new MCFLS Marketing and Advocacy Committee
  - 4.13 Library director's 4<sup>th</sup> quarter report, annual evaluation and 2020 compensation for Library Director, Assistant Library Director, Circulation Supervisor, Youth Services Librarian, Library Assistant, Desk Clerks, Pages-Shelvers, Interns, and Seasonal Pages. Motion made and seconded (Lindberg/Waldoch) 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, Assistant Director, Library Assistant, Desk Clerks, Pages-Shelvers, Interns, and Seasonal Pages over which the governmental body has jurisdiction or exercises responsibility to discuss the compensation and evaluation for specific individual employees. Roll Call Vote: Ayes: Hug, Lindberg, Ludwig, Rogall, and Waldoch.

Nays: none. Library Board convened into closed session at 7:15 pm. Motion (Hug/Ludwig) to re-enter open session at 7:51 pm. Roll Call: Ayes: Hug, Lindberg, Ludwig, Rogall, and Waldoch. Nays: none.

Action: Motion was made and seconded (Lindberg/Hug) to approve Library Resolution #L20-01 setting 2020 compensation for library employees as discussed; motion passed unanimously.

4.14 Next meeting date: Thursday, February 27, 2020 (4<sup>th</sup> Thursday)

**5.0 ADJOURNMENT:** Motion made and seconded (Ludwig/Hug) to adjourn at 7:52 p.m.; motion passed unanimously.

*Patricia Waldoch* / (e-signature)

Patricia Waldoch, Secretary

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