

The meeting was called to order at 6:32 pm by Chair D'Acquisto.

1.0 ROLL CALL – Present: C. D'Acquisto, Trustees: L. Hertel, M. Hug, B. Ludwig, C. Rogall, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Absent: M. Lindberg. Audience: Assistant Library Director Eric Branske, Patrick Wagner, (Jehovah's Witnesses Church, 12165 W. Layton Avenue, Greenfield)

2.0 GENERAL COMMUNICATION:

2.1 Mr. Patrick Wagner (Jehovah's Witnesses Church, 12165 W. Layton Avenue, Greenfield) addressed the Board regarding distributing literature, from a cart, on the sidewalk leading to the library's entrance one day a week. He read from the ALA Library Bill of Rights. He showed a photo of the cart. He will be ready to answer questions as people approach him. He is aware of the library's policy for taking literature and distributing it in the lobby. He had samples of the literature, Watch Tower, which he showed to the Board.

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee

3.1.1 Ms. Laughlin reviewed funding plan to date. The Library Building Fund (Acct. #200-32414) has a balance of \$1,000, restricted to use for the library building. Community support stands at \$19,800. Later in this meeting the Library Board will discuss the one-time use of Library Board Fund (600-32632) for this project. Mr. Hug asked about working with C.G. Schmidt Company.

3.2 Building & Grounds Committee: Ms. Laughlin reported the Committee has been unable to meet since the fall because two of the committee members have been recovering from surgeries and there is one vacancy on the committee.

3.3 Finance & Personnel Committee: agenda items 4.3, 4.4, 4.5

3.4 Friends of the Library Liaison: Ms. Hertel reported the group met last night to go over final details for the wine & beer tasting coming up next week

3.5 Legislative Liaison: no report

3.6 Whitnall School District Liaison: Mr. D'Acquisto reported HC Elementary has a new sign. Ms. Laughlin reported on the Dr. Seuss Read Across America programs taking place next week in the library.

3.7 Village Chamber of Commerce: Ms. Laughlin reported on member meeting and social (2/25), Annual Meeting coming up on Thursday, 3/12, with a robust slate of officers.

3.8 Village Liaison: Ms. Bergan reported the Department of Transportation is reviewing signs along the Hwy 100 medians and removing some to make it easier for drivers turning left. The Village Board is looking at closing time for local taverns in preparation for the DNC this summer and a new Mexican restaurant is opening next to xPerience Fitness.

4.0 AGENDA ITEM

- 4.1 Minutes of the November 21, 2019 meeting were reviewed. A motion was made and seconded (Ludwig/Hertel) to approve the minutes as presented; motion passed unanimously.
- 4.2 Minutes of the January 23, 2020 meeting were reviewed. A motion was made and seconded (Hug/Waldoch) to approve the minutes as presented; motion passed unanimously.
- 4.3 The Board reviewed the Library budget report for January 2020. There was a motion and a second (Hertel/Hug) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 4.4 The Board reviewed the payroll reports #3 & #4. After a brief discussion, there was a motion and a second (Hertel/Hug) to accept the payroll reports as presented; motion passed unanimously.
- 4.5 The Board reviewed the Library Board Funds for January 2020. There was a motion and a second (Rogall/Hug) to accept the Library Board Fund report; motion passed unanimously.
- 4.6 Library Board fund (#600-32632): Board continued their discussion on a one-time use of some of this fund towards the architectural & engineering study. Ms. Laughlin reviewed the community support to date, with a balance of \$19,800 plus \$1000 from the Heller Foundation Inc. that is in the Library Building Fund (#200-32424). After some discussion, there was a motion and a second (Hug/Rogall) to use a minimum of \$10,000 from this fund with more if needed; motion passed unanimously.
- 4.7 2019 Budget – year-end estimate: Ms. Laughlin reported on the pre-audit personnel and operating expenses through the end of December. The library's budget has a balance of \$4,737 that will be returned to the Village General Fund.
- 4.8 2019 State Annual Report: Ms. Laughlin reviewed the cover memo, signatures required and action needed. After a brief discussion, there was a motion and a second (Ludwig/Rogall) to approve the 2019 State Annual Report as presented; motion passed.
- 4.9 Employee Handbook: Alcohol and other drug free work space section: Ms. Laughlin reviewed the questions to and responses from Labor Counsel Mary Hubacher. After some discussion, there was a motion and a second (Ludwig/Waldoch) to adopt the staff recommendation of requiring drug and/or alcohol testing under specific circumstances such as an on-the-job accident or injury resulting from the performance of the employee's job duties and/or reasonable suspicion that an employee is violating the policy; motion passed 4-2 (nay: Hertel, Hug).
- 4.10 MCFLS 2019 Summary of Services: Ms. Laughlin noted services provided by MCFLS and used by HC Library this past year.
- 4.11 GALLUP "In U.S, Library Visits Outpaced Trips to Movie in 2019": There was a brief discussion about the survey and the demographics of library users.
- 4.12 Projects: Ms. Laughlin reported the proposal for replacing the hand railing for the outside stairs has been signed. Ms. Laughlin reported distribution of the new Internet & Email Policy to library staff was completed with signed acknowledgements placed in personnel files.
- 4.13 Programs: Valentine Writing Contest – Ms. Laughlin passed around the responses, with lots of references to Dash, the library turtle, the fish tank, friendly staff, and great books to read.
- 4.14 Personnel report: new intern, Bernadette Parker was hired to replace Sam Spottek, the library is at full staffing

- 4.15 Meetings:
- 4.15.1 Library Directors Advisory Council (2/6/2020): agenda items included a report on the 2019 marketing plan.
 - 4.15.2 MCFLS Board (2/27/2020): agenda items included a report on the 2019 marketing plan, and letters from West Allis and South Milwaukee library board approving the Interlibrary Agreement.
- 4.16 Library director's annual evaluation and 2020 compensation for the Library Director. Motion made and seconded (Rogall/Ludwig) 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 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, Hug, Ludwig, Rogall, and Waldoch. Nays: none. Library Board convened into closed session at 7:50 pm. Motion (Ludwig/Hug) to re-enter open session at 8:57 pm. Roll Call: Ayes: D'Acquisto, Hertel, Hug, Ludwig, Rogall, and Waldoch. Nays: none. Action: Motion was made and seconded (Hug/Ludwig) to approve Library Resolution #L20-02 setting 2020 compensation for the Library Director as discussed; motion passed unanimously.
- 4.17 Next meeting date: Thursday, March 26, 2020 (4th Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Hug/Rogall) to adjourn at 8:59 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