

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

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

2.0 COMMITTEE & LIAISON REPORTS

- 2.1 Library Building Program: Study Committee
- 2.1.1 Ms. Laughlin reviewed funding plan to date. At their Board meeting on March 11th, the HC Historical Society approved \$1,000 contribution to the architectural and engineering study. This gives a balance of \$31,800 for this project. Ms. Laughlin noted that at this time, with COVID-19, the project is on the back burner.
- 2.2 Friends of the Library Liaison: Ms. Hertel asked Ms. Laughlin to report. The FOL Board held a virtual meeting on April 2nd with a debriefing on the “Tastes of Hales Corners” event that took place on March 5th. Everyone was grateful the event took place prior to the closings. FOL Treasurer is still in the process of paying outstanding invoices and receiving revenue from ticket sales. A preliminary estimate of \$3,000 to \$3,300 was noted. The Friends plan on holding a virtual meeting in May.
- 2.3 Whitnall School District Liaison: Mr. D'Acquisto reported the school buildings closed in mid-March and by the Governor's orders, will not reopen this school year, families and teachers had to quickly adjust to at-home learning. Education looks very different. Lots of uncertainty on what will be reported to DPI and planning for the 2020-2021 school year.
- 2.4 Village Liaison: Ms. Bergan reported the election took place, lots of cleaning done during this time period. The Village Board will hold a virtual meeting on Monday (4/27).

3.0 AGENDA ITEM

- 3.1 Minutes of the February 27, 2020 meeting were reviewed. A motion was made and seconded (Ludwig/Hertel) to approve the minutes as presented; motion passed unanimously.
- 3.2 The Board reviewed the Library budget report for February and March 2020. Ms. Laughlin explained expenses for some line items and noted the Village bookkeeper/clerk position is vacant, resulting in some invoices such as telephone and utilities not being forwarded to the library for approval; although these are being paid. 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.
- 3.3 The Board reviewed the payroll reports #6, #7, #8, and #9. After a brief discussion, there was a motion and a second (Hertel/Lindberg) to approve the payroll reports as presented; motion passed unanimously.
- 3.4 The Board reviewed the Library Board Funds for February and March 2020. Ms.

Laughlin reviewed the donations from the Gorzalski Family, the Lemanski Family, Dessecker Family and expenses for the summer reading programs that will be covered by the Friends of the Library. There was a motion and a second (Lindberg/Hertel) to accept the Library Board Fund report; motion passed unanimously.

- 3.5 Library Resolution #L20-03 – Mr. D’Acquisto noted this is an annual transaction that the Library Board approves. Ms. Laughlin reviewed the budget decision to transfer \$67,000 from the Library Board Fund to the Village General Fund to help offset the cost of library services. There was a motion and a second (Hertel/Lindberg) to approve Resolution #L20-03; motion passed unanimously.
- 3.6 Library Emergency Closings Policy – Ms. Laughlin reviewed the updated Emergency Closings Policy with changes that include closing the building for safety or public health reasons. Ms. Laughlin reported on the state-wide survey being conducted by DPI regarding staffing, the county-wide survey conducted in February 2019, and the reasons for continuing payment for staff. After a brief discussion, there was a motion and a second (Hertel/Ludwig) to approve the changes as presented and discussed; motion passed unanimously.
- 3.7 Library Accounting Policies & Procedures – Ms. Laughlin reviewed the library’s accounting policies and procedures document noting the section on authority to pre-pay bills. There was a motion and a second to approve the review of this document (Hertel/Lindberg); motion passed unanimously.
- 3.8 Coronavirus Response: Library closed on Monday 3/16, after a week of uncertainty. Staff provided curbside service for two days to clear all items on the holds shelf, post information for the public, and prepare the building for being closed. All library staff are working from home with assigned tasks, access to LAN documents, Sierra (public library catalog), completing webinars, and attending virtual meetings on MCFLS matters and library operations. A limited number of staff are coming into the library to completed specific, necessary tasks. Items returned in the book drop and through MCFLS delivery are quarantined for four or more days, following CDC and DPI guidelines. Best practices for staff safety are being followed. Building maintenance and cleaning is ongoing, with support for the Health Department and deep cleaning and maintenance projects being completed. Virtual library programing and reference services have started. Curbside service, as allowed under the Governor’s EO #28, starts tomorrow. MCFLS provides limited delivery to return owning library material, due dates were set for 5/1 and then to 6/1, overdue fines suspended, and online resources expanded. Library directors meets virtually once a week or more often as needed. Village department heads meet Monday, Wednesday and Friday with updates from the public health department, administration, police, fire, public works, library and courts. Communication, cooperation and collaboration have been forthcoming from all involved.
- 3.9 Projects: The outside stair railings should be installed in about two weeks.
- 3.10 Next meeting date: Thursday, May 28, 2020 (4th Thursday)

4.0 ADJOURNMENT: Motion made and seconded (Lindberg/Ludwig) 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