

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. Hug, M. Lindberg, and C. Rogall. Director P. Laughlin. Village Liaison L. Bergan. Absent: B. Ludwig, P. Waldoch. Audience: Assistant Library Director E. Branske, Youth Services Librarian M. Lohrenz.

2.0 COMMITTEE & LIAISON REPORTS

- 2.1 Library Building Program: Study Committee
2.1.1 Ms. Laughlin gave a report to the HC Chamber Board on the funding plan and the \$1,000 contribution by the HC Historical Society.
- 2.2 Friends of the Library Liaison: next meeting is Thursday, June 4th.
- 2.3 Whitnall School District Liaison: Mr. D'Acquisto reported on the school year coming to a close; last day is Thursday, June 11th.
- 2.4 Village Liaison: Ms. Bergan reported the Village Board met in person on Tuesday, May 26th. The summer recreation program and 4th of July parade and festivities have been cancelled. The public works garage is almost done. Repairs to a culvert on S. 124th Street are in the works. Safety glass is being considered for the administrative office public service desk.

3.0 AGENDA ITEM

- 3.1 Minutes of the April 23, 2020 meeting were reviewed. A motion was made and seconded (Lindberg/Hertel) to approve the minutes as presented; motion passed unanimously.
- 3.2 The Board reviewed the Library budget report for April 2020. Ms. Laughlin noted the reciprocal borrowing revenue of \$67,000 transferred to the Village General Fund had taken place. This annual payment is 86% of the library's 2020 total revenue budget. The other revenue budget lines, including overdue fines, room use fees, and public printing, will be affected by the library being closed since mid-March. Ms. Laughlin noted the Village was paying routine expenses such as utilities and telephone, without sending the invoices to the library for approval. Details on the invoices may be added later. 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.
- 3.3 The Board reviewed the payroll reports #10, #11. After a brief discussion, there was a motion and a second (Lindberg/Rogall) to approve the payroll reports as presented; motion passed unanimously.
- 3.4 The Board reviewed the Library Board Funds for April 2020. Ms. Laughlin noted the cashing in of the certificate of deposit that matured in May. The check for \$400.00 for the Mark Moran program was redeposited back into the account since the program was cancelled. Supply order for the summer reading programs was changed with a refund to this account. After a brief discussion, there was a motion and a second (Hertel/Lindberg) to accept the Library Board Fund report; motion passed unanimously.

- 3.5 Certificates of Deposit: Ms. Laughlin reported the remaining CD matured in May 2020 and was cashed in. Funds were deposited into the unrestricted fund. This was following action taken by the Library Board last year, in May 2019. Ms. Laughlin asked for a reaffirmation from the Library Board. There was a motion and a second (Hertel/Hug) to approve the decision to cash in the certificate of deposit to the unrestricted fund; motion passed unanimously.
- 3.6 Reopening the Hales Corners Library: Ms. Laughlin reviewed the plan noting resources used, hours of service that will evolve during the next three weeks, limits on patrons in the library, message to the public, services being offered, cleaning of the building, handling of library materials, and best practices for staff to follow. Discussion included questions about adequate supplies and addressing patron behavior. The plans may change depending on many variables such as recommendations from the HC Health Department and the Village of Hales Corners, MCFLS support and services, and health of library staff. Reports will be provided at Library Board meetings. There was a motion and a second (Lindberg/Hug) to approve the plan as discussed; motion passed unanimously.
- 3.7 Coronavirus response: MCFLS has a timeline document that is guiding services to member libraries. The HC Health Dept. has distributed a guide to local businesses on safe opening recommendations.
- 3.8 Library Employee Handbook: Ms. Laughlin reviewed the few changes suggested by library staff that were added since the Library Board last looked at this document. Mrs. Hertel had questions about adding to the employment section information about handling the hiring of a library director for when there is a need. Mr. D'Acquisto suggesting having the Finance & Personnel Committee take that on as a project. There was a motion and a second (Lindberg/Hertel) to approve the Library Employee Handbook as discussed and presented with the hazardous material section being complete before distribution; motion passed unanimously.
- 3.9 Programs, services – curbside service: Assistant Director Eric Branske provided statistics and analysis of curbside pickup services that will be ending tomorrow (5/29). Staff-assisted holds will continue through Friday, June 5th. Starting on Monday, June 8th, the Request button will return to CoCat, the online catalog, so that patrons can place their own holds.
- 3.10 Summer reading clubs, programs: Youth Services Librarian Megan Lohrenz reported on plans for summer reading clubs using Beanstack, an online reading club platform provided by the WI Department of Public Instructions (DPI) for all Wisconsin public libraries. The summer reading clubs will start with a drive-thru event on Monday, June 15th that will include Library Family Day at Culver's, a fundraiser for the Friends of the Hales Corners Library. June programs will be held in a virtual environment using Zoom and include Family Story Time, Teen activities posted on Instagram, and maker clubs.
- 3.11 Projects: The outside stair railing project is done. The two hand railings are a good addition to the outside stairs.
- 3.12 Personnel report: Ms. Laughlin reported library intern Bernie Parker will be taking military leave as she has joined the U.S. Marines. She reports to book camp June 8th and will be available to work at the library the week of August 17th. She plans on finishing her library science degree and graduating in December 2020. Maida Berg has resigned her position as library intern. This vacant position was posted and the library has hired Jessica Staedter. Jessica will be able to cover all library intern shifts until Bernie returns in August. Mary Ann Cannito has resigned her position as desk clerk; this position will be posted shortly. Three of the library's high school students are graduating and those positions will be posted shortly as well.

3.13 Next meeting date: Thursday, June 25, 2020 (4th Thursday).

4.0 ADJOURNMENT: Motion made and seconded (Lindberg/Rogall) to adjourn at 8:10 p.m.; motion passed unanimously.

Patricia Waldoch / (e-signature)

Patricia Waldoch, Secretary

Distribution: Library Board, Library Director, Library staff, Village Administrator, Village Board, MCFLS
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