

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

1.0 ROLL CALL – Call in– Present: C. Rogall (Acting Chair) Trustees: M. Lindberg, B. Ludwig, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Absent: C. D’Acquisto, L. Hertel, and M. Hug. Audience: Assistant Library Director E. Branske (left the meeting at 7:45 pm), Youth Services Librarian M. Lohrenz (left meeting at 6:40 pm).

2.0 PUBLIC COMMUNICATION: None

3.0 COMMITTEE & LIAISON REPORTS

- 3.1 Library Building Program: Study Committee: Ms. Laughlin reviewed where the Study Committee left off, their last meeting was in May 2019, fund raising for the architectural and engineering study, from community group is up to about \$32,000. Ms. Laughlin reviewed the presentation by Dan Davis from CG Schmidt at the October 2019 meeting with timeline covered assistance with drafting the RFP for architectural and engineering study. Suggestions from the Board on restarting this part of the project included: contact committee members and confirm their commitment to be on the Study Committee, contact Mr. Davis and bring him up-to-date on fund raising.
- 3.2 Friends of the Library Liaison: the book sale that is usually held in April was cancelled. The library’s storage space in the basement is full. Donations are not being taken at this time. The Friends are considering selling items on an on-going basis in the library to help free up space.
- 3.3 Whitnall School District Liaison: no report
- 3.4 Village Chamber of Commerce: Ms. Laughlin reported Chamber Board has held virtual meetings and is looking at holding a member social event in August or September.
- 3.5 Village Liaison: Ms. Bergan reported the Village Board has drafted a statement on national police enforcement that will be posted on the Village website. In other Village updates, repair work on a number of culverts and streets is moving forward, and the DPW facility is almost done. After a question about appointments to the Library Board, Ms. Bergan said Village President Besson has a list of candidates for two positions on the Library Board that he will ask the Village Board to review. Ms. Laughlin noted that the terms for Trustee Mike Hug and Trustee Pat Waldoch are ending with this meeting. New trustees will need to be appointed before the July 23rd Library Board meeting.

4.0 AGENDA ITEM

- 4.1 Minutes of the May 28, 2020 meeting were reviewed. A motion was made and seconded (Lindberg/Rogall) to approve the minutes as presented; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for May 2020. Ms. Laughlin noted the landscape work that was done on the slope to fix a run off problem caused by a discharge pipe at the top of the slope and exacerbated with heavy rains this spring.

Project cost \$1,800 and the \$450.00 in the May 2020 financial report was the initial deposit. Ms. Laughlin noted the landscape line budget will be overspent because of this unplanned expense; however other line budgets will be underspent. Other items of note included service to the boiler after three days of no heat in May, completion of the pipe hand railing project, and installation of the 2020 computer upgrade. There was a motion and a second (Lindberg/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 #12, #13. After a brief discussion, there was a motion and a second (Lindberg/Ludwig) to approve the payroll reports as presented; motion passed unanimously.
- 4.4 The Board reviewed the Library Board Funds for May 2020. Ms. Laughlin noted the \$1,000 for senior programs came from a donation by the Mary Lemanski Family. Mary was a long-time volunteer for the Memory Café programs and her family gave the donation in support of future programs for seniors. The Unrestricted Gifts & Donations line is now at \$16,395, with the two CDs cashed. The Summer Reading Programs line of \$961.55 will be covered by private donations from several individuals and a donation from the Whitnall Park Rotary Club. Balance of costs for summer programs is covered by the Friends of the Library. Ms. Ludwig asked about the Temporary line of \$9.53. Ms. Laughlin explained this was a purchase for a memorial for an employee's family member. The cost will be covered by the staff sunshine fund. Ms. Ludwig asked about the \$19,232 balance in the checking account, and whether any of these funds should be moved to the savings account. Ms. Laughlin will look into what has been done in the past. After this discussion, there was a motion and a second (Lindberg/Ludwig) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 4.5 Kingdom Hall of Jehovah's Witnesses request to use the library's side walk: Mr. Patrick Wagner from the Kingdom Hall of Jehovah's Witnesses Church was not in attendance. He was notified of the meeting with a telephone message and a copy of the agenda sent by U.S. Mail. Ms. Laughlin reviewed the request made by Mr. Wagner at the February 27th Library Board meeting and the response from Village Attorney Wesolowski. After a brief discussion, there was a motion and a second (Lindberg/Ludwig) to deny the request to use the library's side walk to distribute literature. Mr. Wagner can use the sidewalk next to S. 116th Street as noted in the Library Board policy. Mr. Wagner may also have the library distribute the literature from the public lobby and he may request use of the community meeting rooms. Motion passed unanimously.
- 4.6 Remote work policy: Mr. Branske reviewed the proposed remote work policy. Policy is being proposed after staff were able to work productively from home while the library was closed for about eleven weeks from Mid-March through the end of May. Mr. Branske answered questions regarding VPN, security, and employees who would qualify for working at home. Ms. Laughlin noted this is a first review of the proposed policy; the Library Board will have another look at the policy at the next meeting.
- 4.7 Library Board – Annual meeting, election of officers: Trustees reviewed a preview of the election that takes place at the annual meeting held in July.
- 4.8 MCFLS CARES Act grant: Ms. Laughlin reviewed the federal grant available to member libraries to either add to or replace existing wireless access points. The Hales Corners Library will be upgrading two access points and covering the cost of the 3-year license for each access point. The grant (a total of \$1,576) will cover all of the costs, estimated at \$1,550.00. Any unused funds are returned to the State.

- 4.9 Routes to Recovery grant: Ms. Laughlin reviewed the State grant available to local governments that the Village of Hales Corners will be submitting. Library expenses will cover wages paid to library employees who were sent home when the library closed and were unable to perform duties remotely. Wages cover about eleven weeks ending 5/29/20. Some operational expenses associated with COVID-19 will be included in the grant as well.
- 4.10 Reopening the Hales Corners Library: Mr. Branske reviewed statistics covering patron count, fulfilling paged item requests, computer use, and circulation. The library was open limited hours from June 1st through June 12th and open regular hours starting the week of June 15th.
- 4.11 Summer reading kick-off, clubs, and programs: Ms. Lohrenz reviewed statistics for kick-off day on June 15th, reading club participants and attendees to the June programs. The list of July programs was shared.
- 4.12 Coronavirus Response – MCFLS System, Village Dept. Heads: Ms. Laughlin reviewed MCFLS System changes including return to regular checkouts, sending out overdue notices and issuing of overdue fines. From Village Department Heads meetings, the Health Department has hired two part-time employees to help with contact tracing and the Municipal Court has restarted.
- 4.13 Library Trustee Training Week: August 24-28. Ms. Laughlin will send out the list of noon-hour webinars. This is the fourth year for the training week and trustees are encouraged to attend the webinars.
- 4.14 Projects: Library Employee Handbook was distributed to library employees. There was an all-staff meeting this morning to review the handbook. Deadline for returning the acknowledgement form is July 1st.
- 4.15 Personnel report: The library has tested candidates for the open desk clerk and open library page positions. Interviews will take place next week. The library director will be on vacation July 15 through July 22.
- 4.16 Next meeting date: Thursday, July 23, 2020 (4th Thursday)
- 4.17 Library director's 1st & 2nd quarter reports and completion of her annual evaluation. Motion made and seconded (Lindberg/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: Lindberg, Ludwig, Rogall, and Waldoch. Nays: none. Library Board convened into closed session at 7:45 pm. Motion (Lindberg/Ludwig) to re-enter open session at 8:00 pm. Roll Call: Ayes: Lindberg, Ludwig, Rogall, and Waldoch. Nays: none.

5.0 ADJOURNMENT: Motion made and seconded (Lindberg/Waldoch) to adjourn at 8:01 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