

The meeting was called to order at 6:33 pm by Chair D'Acquisto

1.0 ROLL CALL - Present: C. D'Acquisto (Chair) Trustees: P. Harycki, L. Hertel, E. Leonard, M. Lindberg, and B. Ludwig. Director P. Laughlin. Village Liaison L. Bergan. Absent: C. Rogall. Audience: Assistant Library Director E. Branske, Youth Services Librarian M. Lohrenz (virtual), Mark Maurice, Greater Milwaukee Foundation (virtual)

2.0 ANNUAL MEETING:

2.1 After a brief discussion, there was a motion and a second (Ludwig/Harycki) to approve the election of officers for 2020-2021 as follows:

President: MaryAnn Lindberg
Vice President: Crystal Rogall
Treasurer: Lindy Hertel
Secretary: Penny Harycki

Motion passed unanimously. As per the Library Board Bylaws, term of office for the newly elected officers starts in August.

2.2 Ms. Laughlin noted the changes in meeting information to include virtual or in-person meetings held at the Hunt Center (5885 S. 116th Street) or James R. Ryan Municipal Building (5635 South New Berlin Road). After a brief discussion, there was a motion and a second (Lindberg/Ludwig) to approve the schedule of meetings for 2020-2021 as presented; motion passed unanimously.

2.3 Mr. Branske presented the 2019 community annual report. The report was prepared in February 2020, shortly after the State Annual Report was filed but because of COVID-19, presentation was delayed until this meeting. The 2019 community annual report includes new information that was suggested by library trustees last year including number of volunteer hours by members of the Book Squad, number of visitors to the library (using new people counter), and use of the community meeting rooms. After some discussion, there was a motion and a second (Harycki/Ludwig) to approve the 2019 community annual report as presented; motion passed unanimously. The 2019 community annual report will be distributed through the library's social media, weekly newsletter, and website. Printed copies will be distributed in the library.

3.0 PUBLIC COMMUNICATION – none

4.0 COMMITTEE & LIAISON REPORTS

4.1 Library Building Program: Study Committee: Ms. Laughlin reported seven of the eight members of the Study Committee are committed to serving on the committee now that community organizations have contributed about \$32,000 towards an architectural and engineering study that is essential for capital fund raising. The committee plans on meeting on Thursday 9/17. Ms. Laughlin talked with Dan Davies from C.G. Schmidt about a process to get professional services. Next step is to ask the community organizations that have pledged financial support to send their checks to the library for the Library Building Fund.

4.2 Finance & Personnel Committee: Ms. Laughlin reported this committee will be meeting in August (8/27).

4.3 Friends of the Library Liaison

- 4.3.1 On behalf of Ms. Hertel, Ms. Laughlin reported the in-library book sales started on Monday, July 13th and in the last 9 days brought in over \$100.00 in sales. In-library sales are solving a space problem from the basement storage area as well as raising funds for the Friends of the Library.
- 4.4 Whitnall School District Liaison: Mr. D'Acquisto reported the school district is planning 5-day, in-person classes. Planning details are very fluid at this time and may change. The new principal at Edgerton Elementary is Meg Zei and Mr. D'Acquisto is now the principal at the Whitnall Middle School.
- 4.5 Village Chamber of Commerce: Ms. Laughlin reported Chamber Board met 7/15 and is planning a member social for September.
- 4.6 Village Liaison: Ms. Bergan reported changes to Village administrative job descriptions and restructuring and Village Board discussions on use of masks.

5.0 AGENDA ITEM

- 5.1 Minutes of the June 25, 2020 meeting were reviewed. A motion was made and seconded (Lindberg/Ludwig) to approve the minutes as presented; motion passed unanimously.
- 5.2 Wright Family Bequest: Ms. Laughlin reported the family of former library trustee, Bill Wright, plans on giving the library \$100,000 to use for the Library Building Project. The family would like the estate to be settled by the end of this year (2020).
- 5.3 Mark Maurice, Greater Milwaukee Foundation (GMF) provided an overview of funds management and services that the GMF offers. This presentation is in preparation to receive the Wright Family Bequest and future private donations in support of the Library Building Project.
 After Mr. Maurice left the meeting (about 7:40 pm), the Library Board discussed how best to make a decision on handling private donations. Mrs. Lindberg made a motion to thank the Wright Family for their generosity, to have the private donation deposited in the Library Board Fund (at Associated Bank), to honor the Wright Family instructions for use of the funds and to have the library's Finance & Personnel Committee research investment options and to provide the Library Board with their findings and recommendation(s) by the October 2020 Library Board meeting, seconded by Ms. Harycki; motion passed unanimously.
- 5.4 The Board reviewed the Library budget report for June 2020. Ms. Laughlin noted the library has not received financial reports from the Village since April. The last payroll report is from pay period #9 (ending 4/17/20). 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.
- 5.5 The Board reviewed the payroll reports #14, #15. After a brief discussion, there was a motion and a second (Lindberg/Ludwig) to approve the payroll reports as presented; motion passed unanimously.
- 5.6 The Board reviewed the Library Board Funds for June 2020. Ms. Laughlin noted restructured report that now includes Library Building Fund listing funds donated and/or allocated to the Library Building Project. The pledges from community organizations and the Wright Family Bequest will be listed here. After a brief discussion, there was a motion and a second (Hertel/Lindberg) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 5.7 Mr. Branske answered a few questions about the use of the proposed Remote Work Policy. After a brief discussion, there was a motion and a second (Ludwig/Lindberg) to approve the policy as presented; motion passed unanimously.
- 5.8 Ms. Laughlin reported the ongoing problems of retaining poll workers for elections and the need for staffing future elections. The proposed Mandatory Reassignment Policy is based on Wisconsin § sec. 230.047 that stipulates the temporary interchange of municipal employees. The policy outlines guidelines for library

employees being reassigned to another Village department on a temporary basis. A sample timesheet was included along with a list of staff scheduled for or available on Tuesday, August 11, 2020. There were questions about who determines an emergency that would waive the guidelines and how staff are scheduled. Moving forward, experience will give answers to these questions. There was a motion and a second (Lindberg/Ludwig) to approve the policy as presented; motion passed unanimously.

- 5.9 Village President Dan Besson has asked the Library Board to consider having a joint meeting with the Village Board. The Library Board reviewed their calendar and after a brief discussion, there was a motion and a second (Lindberg/Ludwig) to meet with the Village Board at their convenience; motion passed unanimously.
- 5.10 Kingdom Hall of Jehovah's Witnesses request to use the library's side walk: Ms. Laughlin provided an update on this matter, reported on her phone conversation with Mr. Wagner and the delay in mail service to the church. Mr. Wagner will convey the Library Board's decision to the church Board.
- 5.11 MCFLS CARES Act grant: Ms. Laughlin reported MCFLS has submitted the grant and suggested libraries wait until a response is received before starting the grant-funded project.
- 5.12 Routes to Recovery grant: Ms. Laughlin reported Village Administrator Sandy Kulik has not received more information about this grant or submitted the grant.
- 5.13 Reopening the Hales Corners Library: Mr. Branske reviewed statistics covering patron count, circulation, fulfilling paged item requests, computer use, WiFi use, and reference questions from 7/1 through 7/21. Some areas of library service are busier compared to same time period last year, especially use of public computers (up 11% - people are doing a lot of job searching and unemployment claims) and reference questions (up 18% - lots of questions about hours of service, available services, returned material quarantine, and computer help.)
- 5.14 Summer reading clubs, programs: Ms. Lohrenz reported on reading accomplishments for 360 readers, the July programs and participation, and the upcoming August programs.
- 5.15 Coronavirus Response – MCFLS System, Village Dept. Heads: MPL libraries are now accepting delivery and working through backlogs, the MPL interlibrary loan office is now staffed and the state-wide interlibrary loan system will be restarting shortly. The Village has 24 active cases.
- 5.16 Library Trustee Training Week: August 24-28. Trustees are encouraged to watch the webinars.
- 5.17 Personnel report: The library has hired April Kindschi (desk clerk), and Lianna Knoblauch (shelver). Library intern Bernie Parker has returned to work after breaking her ankle while completing basic training for the U.S. Marines.
- 5.18 Next meeting date: Thursday, August 27, 2020 (4th Thursday)

6.0 ADJOURNMENT: Motion made and seconded (Lindberg/Ludwig) to adjourn at 9:25 p.m.; motion passed unanimously.

Patricia Laughlin / (e-signature)
Patricia Laughlin, Acting Secretary

Distribution: Library Board, Library Director, Library staff, Village Administrator, Village Board, MCFLS
Post: Library Bulletin Board, Village Hall Bulletin Board, Fire Department