

The meeting was called to order at 6:32 pm by Chair Lindberg.

1.0 ROLL CALL - Present: M. Lindberg (Chair) Trustees: P. Harycki (arrived at 6:45 pm), L. Hertel, E. Leonard, B. Ludwig and C. Rogall. Director P. Laughlin. Village Liaison L. Bergan. Audience: Assistant Library Director E. Branske, Youth Services Librarian M. Lohrenz

2.0 PUBLIC COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

- 3.1 Library Building Program: Study Committee: next meeting is Thursday 9/17 starting at 5:30 pm
- 3.2 Finance & Personnel Committee: agenda items below.
- 3.3 Friends of the Library Liaison: next meeting is Wednesday 9/2 starting at 5:30 pm
- 3.4 Whitnall School District Liaison: no report
- 3.5 Village Chamber of Commerce: Ms. Laughlin reported Chamber Board met 8/19. New members include Lawson House on Forest Home Avenue and Teriyaki Madness open in October with a ribbon cutting.
- 3.6 Village Liaison: Ms. Bergan reported on plaques that will be placed at Village Hall commemorating elected officials, Clifford's Supper Club patio area, DPW garage, Forest Ridge Senior Apartments addition, roads repaving projects, and Village contract for trash pick-up service.

4.0 AGENDA ITEM

- 4.1 Minutes of the July 23, 2020 meeting were reviewed. A motion was made and seconded (Ludwig/Hertel) to approve the minutes as presented; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for July 2020. There was a motion and a second (Hertel/Leonard) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 4.3 The Board reviewed the payroll reports #16, #17 and #18. After a brief discussion, there was a motion and a second (Rogall/Leonard) to approve the payroll reports as presented; motion passed unanimously.
- 4.4 The Board reviewed the Library Board Funds for July 2020. After a brief discussion, there was a motion and a second (Rogall/Hertel) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 4.5 Library Building Program: Architectural & Engineering Study
 - 4.5.1 Ms. Laughlin reviewed the Alice Hain Memorial Fund and the ongoing contributions from her son. After a brief discussion, there was a motion and a second (Rogall/Ludwig) to approve using \$1,000 from the fund for the architectural & engineering study; motion passed unanimously. The balance of the fund will be moved to the 100 Women Challenge for the building program when it reaches \$1,000.
 - 4.5.2 Community commitments: Ms. Laughlin reported on communication with Community groups and that pledges were coming in for the architectural & engineering study. Ms. Harycki reported the Hales Corners Lions Club membership did not approve the \$500 commitment that had been approved

by the Lions Club Board in November 2019.

- 4.6 2021 library budget proposal: Ms. Laughlin noted Village departments were asked to develop their 2021 budgets with a 0% increase because of the negative impact of COVID19. The library's 2021 budget plan is at 0% compared to 2020 approved budget. The revenue budget is based on reduced revenues in 2020 due to impact of COVID19; however, the library expects revenue to be higher than budget as service levels continue to return. Ms. Laughlin reviewed the goals for revenue, personnel, operating, equipment replacement and capital projects. Ms. Laughlin noted some number may change as final information is provided by MCFLS and other contractors. Year-end estimates for 2020 will also change. After some discussion, there was a motion and a second (Harycki/Rogall) to approve the budget proposal as discussed; motion passed unanimously.
- 4.7 Job descriptions: Youth Services Librarian and Seasonal Page: Ms. Hertel reported on recommendation from the Finance & Personnel Committee to approve the changes as noted. After a brief discussion, there was a motion and a second (Hertel/Harycki) to approve the changes as recommended; motion passed unanimously.
- 4.8 Library Board Bylaws: Ms. Laughlin reviewed the proposed changes that would add telephone conference calls for library trustees and the spokesperson responsibilities to the Library Board President duties. After a brief discussion, there was a motion and a second to send the draft bylaws to the Village Attorney for review (Hertel/Rogall); motion passed unanimously.
- 4.9 Wright Family Bequest: Ms. Laughlin reported on a virtual meeting with Wright family members and Mark Maurice, Greater Milwaukee Foundation, at the end of July. Wright family members were looking for assurance their donation would be used as requested for the library building projects. Ms. Laughlin provided copies of the library facility study, the case study for building expansion, presentation to community groups and Village Board, and links to newspaper articles about the expansion plans.
- 4.10 MCFLS CARES Act grant: MCFLS is still waiting to hear approval for funding of this grant.
- 4.11 Routes to Recovery grant: The Village is submitting this grant. Library expenses will include COVID19 expenses and two book trucks used for quarantine of library materials. Wages for time when library was closed will not be included.
- 4.12 Hales Corners Library open: Mr. Branske reviewed statistics covering people count, circulation, Wifi use, paging slips, computer use and reference questions from 8/1 through 8/25. Some areas of library service continue to be busier compared to the same time period last year such as paging slips (10% increase) and reference questions (10% increase) with patrons working on job searches and unemployment claims. Ms. Laughlin reported community meeting rooms will be open starting in September. The HC Health Department has provided protocols for the groups to follow while using the rooms.
- 4.13 Youth Services Librarian Megan Lohrenz report on the summer reading clubs, with 374 participants reading 248,246 minutes. Statistics were by age groups and schools. Ms. Lohrenz also reported on the 33 programs (ages 0-18) held in June, July and August with 1,329 program attendees, 222 Take & Make Craft Bags picked up by children and families, and 6 Teen Board posts (ages 12-18)
- 4.14 Coronavirus Response – Ms. Laughlin reported MCFLS libraries continue to meet weekly with updates and discussions to coordinate services and delivery. Village Dept. Heads are no longer meeting; however the Health Dept. and Police Dept. provide updates on Village cases. There is a Dept. Heads meeting planned for tomorrow.
- 4.15 Library Trustee Training Week: Ms. Laughlin recommended two webinars from this

week and will send links to trustees.

4.16 Personnel report: Ms. Laughlin reported she will be taking sick leave for minor surgery, Emily Motz will start September 3rd as the seasonal page, replacing Sonja Mitrovic who is now attending university.

4.17 Next meeting date: Thursday, September 24, 2020 (4th Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Harycki/Leonard) to adjourn at 7:52 pm; motion passed unanimously.

Penny Harycki / (e-signature)

Penny Harycki, Secretary

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