

The meeting was called to order at 6:30 pm by Chair Lindberg.

**1.0 ROLL CALL** - Present: M. Lindberg (Chair) Trustees: P. Harycki, L. Hertel, E. Leonard, and B. Ludwig. Absent: C. Rogall. Director P. Laughlin. Village Liaison L. Bergan.  
Audience: Assistant Library Director E. Branske

**2.0 PUBLIC COMMUNICATION** – none

**3.0 COMMITTEE & LIAISON REPORTS**

- 3.1 Library Building Program: Study Committee: met on Thursday 9/17 and received reports on funding for the architectural & engineering study, Wright Family Bequest, Library Building Project – Talking Points, Capital Campaign – 100 Women Challenge and discussed grant applications. Next meeting is Thursday 11/12, in person at the library.
- 3.2 Finance & Personnel Committee: agenda items below.
- 3.3 Friends of the Library Liaison: met Wednesday 9/2. The FOL Board approved additional funding for the architectural & engineering study, discussed 2021 budget planning for the organization and set a date (10/7) for their annual meeting.
- 3.4 Whitnall School District Liaison:
  - 3.4.1 HC Elementary principal Lori Komars will be recommended to the Village Board for appointment to the Library Board.
- 3.5 Village Chamber of Commerce: Ms. Laughlin reported ribbon cutting for a new restaurant, Teriyaki Madness, is planned for mid-October. Clifford's Restaurant renewed their Chamber membership.
- 3.6 Village Liaison: Ms. Bergan reported the new garage is almost ready for an open house event, the Governor's extension of the mask requirements, voting in November will include one handicap-accessible booth, the Health Department project of posting banners at Village Hall, the Fire Department and the Library is now complete, and audit services for the Village were awarded to Baker Tilly Virchow Krause, LLP.

**4.0 AGENDA ITEM**

- 4.1 Minutes of the August 27, 2020 meeting were reviewed. A motion was made and seconded (Harycki/Leonard) to approve the minutes as presented; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for August 2020. 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.
- 4.3 The Board reviewed the payroll reports #19 & #20. After a brief discussion, there was a motion and a second (Hertel/Leonard) to approve the payroll reports as presented; motion passed unanimously.
- 4.4 The Board reviewed the Library Board Funds for August 2020. After a brief discussion, there was a motion and a second (Hertel/Harycki) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 4.5 2021 library budget: Ms. Laughlin reported she will be meeting with Village Administrator Kulik on Thursday, 9/29 to finalize the library's budget proposal. The library's budget proposal will need to be revised to include a statement about the

March 1<sup>st</sup> deadline for filing the State Annual Report. A copy of the 9/26/2019 letter to MCFLS Executive Director Steve Heser was distributed with these instructions to address the library being non-compliant with filing the 2019 State Annual. The Library Board was asked to vote on this addition. There was a motion and a second (Ludwig/Leonard) to add the statement to the 2021 budget proposal; motion passed unanimously.

- 4.6 Library Board Bylaws: Board received email from Village Attorney Wesolowski indicating his review of the proposed changes was complete. After a brief discussion, there was a motion and a second (Harycki/Leonard) to approve the bylaws as amended; motion passed unanimously.
- 4.7 Library Building Program
  - 4.7.1 Draft proposals for construction management and architectural & Engineering Study were distributed. The plan is to coordinate these two parts of the project. This is a preliminary review of the proposals.
  - 4.7.2 Talking Points: The Board had a preliminary review of the “Talking Points” that will be posted on the library website, used for the capital campaign, and used by the Library Board and stakeholders. “Talking Points” will be updated as the project moves forward.
- 4.8 Virtual Cards with Whitnall School District (WSD) – Memorandum of Understanding (MOU): Ms. Laughlin reviewed the history of working with WSD back in 2017 and then the school district, the library and MCFLS underwent vacancy and turnover in key positions. The 3-year contract ended June 30<sup>th</sup> of this year. Dr. Olson, WSD Superintendent, has been contacted.
- 4.9 Library Privacy Policy: The library now offers online registration for renewing library cards. This online process requires patrons to provide information electronically. MCFLS encourages libraries using this online process to provide a privacy policy to address how patron information is used. The proposed privacy policy is based on a template provided by MCFLS. Ms. Laughlin recommended having the proposed policy reviewed by the Village Attorney.
- 4.10 Wright Family Bequest: Ms. Laughlin reported on questions the family had about timeline for the building project, cost and planning for an elevator. An architect from C.G. Schmidt visited the library to better understand how an elevator could be added to the building and discuss the addition of a mezzanine. The elevator with this scenario would be a 3-stop elevator: basement, main library and mezzanine.
- 4.11 MCFLS CARES Act grant: MCFLS received notification the grant has been approved. Each member library will receive \$1,576 which will cover the cost of upgrading the WiFi access points in the Hales Corners Library and Hunt Center. Installation of the new access points is scheduled for 10/7.
- 4.12 Routes to Recovery grant: The library continues to charge COVID-19 expenses to 551-992 as per Village Administrator.
- 4.13 Hales Corners Library – community meeting rooms: Starting this month, there are six groups now using the Hunt Room and Board Room. The COVID-19 protocols are posted on the library’s website and noted in emails to groups confirming use of the community meeting rooms. Staff responsibilities are limited to opening and closing the meeting rooms; staff do not monitor use of the rooms.
- 4.14 September-October programs: Programs for children and teens are being held virtually and outside in HC Park.
- 4.15 Coronavirus Response – MCFLS libraries now meet on the first and third Thursdays of the month to coordinate services during the pandemic. Quarantine of library materials continues to be a minimum of 4 days. All MPL branch libraries are open with limited hours of service.
- 4.16 Library Trustee Training Week: Ms. Laughlin recommended a third webinar, from Friday 8/28 is worth watching.

- 4.17 Personnel report: Ms. Laughlin reported the library is at full staff.
- 4.18 Next meeting date: Thursday, October 22, 2020 (4<sup>th</sup> Thursday). That meeting will be in-person at the library in the Hunt Room.
- 4.19 Library director's 3<sup>rd</sup> quarter report. Motion made and seconded (Leonard/ Harycki) 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: Harycki, Hertel, Leonard, Lindberg, and Ludwig. Nays: none. Library Board convened into closed session at 8:00 pm. Motion (Hertel/Harycki) to re-enter open session at 8:15 pm. Roll Call: Ayes: Harycki, Hertel, Leonard, Lindberg, and Ludwig. Nays: none.

**5.0 ADJOURNMENT:** Motion made and seconded (Harycki/Leonard) to adjourn at 8:16 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