

The meeting was called to order at 8:30 pm by Chair Lindberg.

1.0 ROLL CALL - Present: M. Lindberg (Chair) Trustees: P. Harycki, L. Hertel, L. Komas, E. Leonard, and C. Rogall. Absent: B. Ludwig. 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: 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: Ms. Laughlin reported that the Friends of the Library held their annual meeting and election of officers on Wednesday 10/7. The Friends have identified methods for handling material that is not sold in the library book sale, including offsite book sales and donations to various charities.
- 3.4 Whitnall School District Liaison: Mrs. Komas reported that approximately 80% of students in the Whitnall School District are attending in person while the remaining 20% are attending remotely. The district has an online dashboard to track students and staff that may be in isolation or quarantine due to COVID-19.
- 3.5 Village Chamber of Commerce: Ms. Laughlin reported that the ribbon cutting for Teriyaki Madness took place on Thursday 10/15, and the Chamber of Commerce Board met on Wednesday 10/21. A virtual event about navigating businesses through the pandemic is planned for Thursday 10/29 in collaboration with the Greendale Chamber of Commerce.
- 3.6 Village Liaison: Ms. Bergan reported that the Village is currently engaged in the 2021 budget process and noted that all Village departments are facing a budget reduction for 2021.

4.0 AGENDA ITEM

- 4.1 Minutes of the September 24, 2020 meeting were reviewed. A motion was made and seconded (Hertel/Harycki) to approve the minutes as presented; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for September 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 #21 & #22. There was a motion and a second (Rogall/Harycki) to approve the payroll reports as presented; motion passed unanimously.
- 4.4 The Board reviewed the Library Board Funds for September 2020. After a brief discussion, there was a motion and a second (Hertel/Rogall) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 4.5 2020 library budget – year-end estimate: Ms. Laughlin presented a year-end estimate for the 2020 library budget, and explained how this estimate was created.
- 4.6 Reciprocal Borrowing
 - 4.6.1 Service year October 2019 through September 2020: Ms. Laughlin presented reciprocal borrowing statistics for the service year ending

September 2020, with attention to the impact of COVID-19. Ms. Laughlin noted that the almost 28% decrease in reciprocal borrowing during this 2019-2020 service year will result in a lower payment in February 2022. There is also the possibility of reduced State funding to library systems in the coming year which would also decrease the amount of money in the MCFLS budget used for reciprocal borrowing. Ms. Laughlin noted that more information will be provided by MCFLS on reciprocal borrowing payments and reported to the Library Board.

- 4.6.2 2021 Reciprocal Borrowing payment (actual) from West Milwaukee: Ms. Laughlin reported that \$155 will be received from West Milwaukee for reciprocal borrowing in the service year ending September 2020. There was a motion and a second (Harycki/Rogall) to accept this payment and incorporate it into the 2021 reciprocal borrowing fund; motion passed unanimously.
- 4.7 2021 library budget: Ms. Laughlin reported that a capital project to replace the library's smoke detectors will be completed in 2020 using unspent operating budget and funds provided by the Village. Ms. Laughlin also reported that the Village Board has reduced the library's proposed 2021 budget by \$10,000. A plan for managing this reduction will be presented to the Library Board at the December meeting.
- 4.8 Library Building Program
 - 4.8.1 Proposals for Construction Management and Architectural & Engineering Study: Ms. Laughlin reported that RFPs for construction management services and architectural & engineering services have been drafted and reviewed by DPW Director Mike Martin. Mr. Leonard proposed pursuing design-build services rather than hiring a general contractor. Ms. Komars shared her experience working with CG Schmidt on a project for Hales Corners Elementary. After a substantial discussion, there was a motion and a second (Rogall/Leonard) to post the RFP for construction management services and draft a separate RFP for design-build services, to be reviewed at the November Library Board meeting; motion passed unanimously.
 - 4.8.2 Talking points for library website, stakeholders, community: The Board did a final 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. After a brief discussion, there was a motion and a second (Harycki/Komars) to approve the talking points; motion passed unanimously.
- 4.9 Managing private donations: Ms. Hertel reported that the Library Finance & Personnel Committee recommends keeping private donations in a local bank, probably in a Money Market account. TruStone Credit Union was identified as a potential alternative, contingent upon review of the current promotions and insurance offered. After a brief discussion, there was a motion and a second (Leonard/Harycki) to deposit the money at a local bank, to not place the money in investments, and to continue research into TruStone Credit Union; motion passed unanimously.
- 4.10 Library Privacy Policy: Legal review of the proposed Library Privacy Policy has been completed by Village Attorney Wesolowski and no issues were identified. There was a motion and a second (Hertel/Rogall) to approve the Library Privacy Policy; motion passed unanimously.
- 4.11 Virtual Cards with Whitnall School District: Ms. Laughlin reported that the Whitnall School District is interested in renewing the Memorandum of Understanding with the library.
- 4.12 Wright Family Bequest: A phone meeting is suggested with Ms. Laughlin, Mrs. Lindberg, and the Wright Family to discuss the Library Board's decision on

- handling private donations.
- 4.13 MCFLS CARES Act grant: Ms. Laughlin reported that the library's WiFi access points have been upgraded and installation is complete. MCFLS will reimburse the cost using funds from the CARES Act grant.
 - 4.14 Routes to Recovery grant: Ms. Laughlin reported that the library is charging the cost of Friday evening cleaning service along with COVID-19 supplies to the Routes to Recovery grant.
 - 4.15 Hales Corners Library
 - 4.15.1 Quarantine of library materials: Based on research from the State Library of Oregon, WI DPI has revised its guidelines for handling returned library materials to a quarantine time period of a minimum of 24 hours. As a result, the library is in the process of transitioning to a 24-hour quarantine period.
 - 4.15.2 Community health information in public restrooms: Ms. Laughlin reported that resources on domestic abuse, suicide, and other community health issues have been posted in the library's public restrooms.
 - 4.15.3 September-October programs: Ms. Laughlin reported that the Forest Ridge book club and Tuesday night library book club have resumed meeting. The virtual story times in September had 267 attendees and the virtual story times in October have had 131 attendees so far. For November and December there are plans to hold virtual craft programs using supply packs that can be picked up at the library.
 - 4.16 Personnel report: A morning shelver has resigned after accepting a position with the City of Milwaukee and will be working at Central Library. A job notice has been posted and the library is currently accepting applications.
 - 4.17 Next meeting date: Thursday, November 19, 2020 (3rd Thursday).

5.0 ADJOURNMENT: Motion made and seconded (Harycki/Hertel) to adjourn at 8:07 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