

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, L. Komasa, E. Leonard, C. Rogall, and B. Ludwig. Director P. Laughlin. Absent: 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: Ms. Laughlin reported that the Study Committee met on Thursday, November 12<sup>th</sup> and received information about the RFP process for construction management services, viewed the talking points posted on the library website, reviewed the library's naming rights policy, and discussed fundraising ideas. The committee will meet again in January.
- 3.2 Finance & Personnel Committee: agenda items below.
- 3.3 Friends of the Library Liaison: no report
- 3.4 Whitnall School District Liaison: Mrs. Komasa reported that COVID-19 numbers within the school district have stayed low and are being monitored on an ongoing basis. At an upcoming meeting, the School Board plans to discuss the continuation of the option to attend classes virtually.
- 3.5 Village Chamber of Commerce: Ms. Laughlin reported that the Chamber met yesterday morning (11/18). The library has received its 2021 membership renewal at reduced pandemic pricing of \$40 compared to the usual \$50.
- 3.6 Village Liaison: no report

**4.0 AGENDA ITEM**

- 4.1 Minutes of the October 22, 2020 meeting were reviewed. A correction was made to change the word "brief" to "substantial" under agenda item 4.8.1. A motion was made and seconded (Harycki/Rogall) to approve the minutes as revised; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for October 2020. There was a motion and a second (Hertel/Komasa) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 4.3 The Board reviewed the payroll reports #23 & #24. There was a motion and a second (Hertel/Rogall) to approve the payroll reports as presented; motion passed unanimously.
- 4.4 The Board reviewed the Library Board Funds for October 2020. After a brief discussion, there was a motion and a second (Leonard/Ludwig) 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, based on financial figures current as of 10/31 for operating expenses and through pay period #18 (ending 8/21/20) for payroll expenses.
- 4.6 2021 library budget – update: The Public Hearing on the 2021 library budget will take place on Monday, November 23 starting at 7:00 pm.
- 4.7 Library Employee Handbook
  - 4.7.1 Covered beverage containers for employees in public areas: Mr. Branske

presented a proposed change to the Library Employee Handbook which would permit staff members to have covered beverages at public service desks. This change aligns with the Rules of Conduct Policy for patrons and is consistent with policies at the majority of Milwaukee County public libraries. After a brief discussion, there was a motion and a second (Harycki/Leonard) to approve the proposed change; motion passed unanimously.

- 4.7.2 Sick leave: accrual, use, payout: Ms. Laughlin presented a proposed addition to the Employee Handbook that states the Library reserves the right to investigate the use of all sick leave and potential abuse of the sick leave policy is subject to discipline up to and including termination. Mr. Leonard suggested moving to a paid time off (PTO) system instead of having separate sick leave and vacation leave. Mrs. Lindberg noted the library follows the Village for sick leave and vacation leave at this time. Hearing no further discussion, there was a motion and a second (Ludwig/Hertel) to approve the proposed change; motion passed unanimously.
- 4.8 Virtual Cards for Whitnall Students – Memorandum of Understanding: Ms. Laughlin reported that MCFLS has reviewed and updated the Memorandum of Understanding concerning virtual cards for Whitnall School District students. Next steps include review by Village Attorney Wesolowski and signing by MCFLS, Whitnall School District, and the Library Director. Ms. Laughlin noted that the Village will no longer be a signatory on the memorandum, following the example of other public libraries, communities and school districts after initial implementation. Ms. Komars requested a list of libraries that currently provide virtual card services to school districts. After a brief discussion, there was a motion and a second (Komars/Harycki) to approve the Memorandum of Understanding; motion passed unanimously.
- 4.9 Library Building Program
  - 4.9.1 Design, build process: Village Attorney Wesolowski opinion on a design, build process was reviewed. The design, build process can be used in very specific situations authorized by statute or if the work falls within an exemption from the competitive bidding requirements; however it cannot be used for a public library building project. Ms. Laughlin noted she did not work on an RFP for design, build services after receiving Mr. Wesolowski's opinion.
  - 4.9.2 Proposals for Construction Management: Ms. Laughlin reported that nine companies were sent the library's RFP for Construction Management services via email, and a total of eleven companies are scheduled for building walkthroughs tomorrow (11/20) throughout the day. Additionally, the library's website has been updated with answers to questions that have been asked by contractors.
  - 4.9.3 Joint meeting with Village Board, Monday 12/14/2020 at 6:45 pm: Village President Besson has asked for joint meeting with the Library Board to discuss the library's building project. There was a discussion about trustee availability and a request that Ms. Laughlin speak with Mr. Besson to clarify which specific topics will be addressed at the joint meeting.
- 4.10 Library Director's annual evaluation: review process: Ms. Laughlin reviewed the procedure for the Library Director's annual evaluation, which will take place in closed session at the December Library Board meeting.
- 4.11 Wright Family Bequest: Ms. Laughlin reported that the Wright Family has decided to place their bequest with the Greater Milwaukee Foundation under the ownership of the family as the library goes through its building project. The Wright Family has

specified that they would like the funds to be used for an elevator, with the possibility that the funds could be used elsewhere under advisement from family if no elevator is built.

- 4.12 Routes to Recovery grant: The deadline for submitting invoices for the Routes to Recovery grant was 11/17. The library has used grant funds to purchase six months' worth of COVID-19 related supplies, such as soap and hand sanitizer. Funds have also been used to cover additional custodial services on Friday evenings.
- 4.13 Hales Corners Library: October-November operations: Mr. Branske reviewed statistics covering people count, circulation, Wi-Fi use, paging slips, computer use, reference questions, room use, and children's programs from 10/1 through 11/14. Circulation and room use numbers are nearly as high as the same time period last year, and some areas of library service continue to be busier compared to the same time period last year, including paging slips (9% increase), computer use (11% increase), and reference questions (18% increase). From Youth Services, the two Club Maker To-Go programs (ages 4-7) had 34 participants, and the one Club Awesome To-Go program (ages 8-11) had 14 participants.
- 4.14 Personnel report: Ms. Laughlin reported that a job offer has been made for a morning page. Ms. Laughlin also noted that she will be on vacation starting next week returning Monday 11/30.
- 4.15 Next meeting date: Thursday, December 17, 2020 (3<sup>rd</sup> Thursday).

**5.0 ADJOURNMENT:** Motion made and seconded (Leonard/Rogall) to adjourn at 7:33 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