

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. Komars, E. Leonard, C. Rogall, and Village Liaison L. Bergan. Director P. Laughlin. Absent: B. Ludwig. Audience: Assistant Library Director E. Branske

2.0 PUBLIC COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee: no report

3.2 Finance & Personnel Committee: agenda items below.

3.3 Friends of the Library Liaison: no report

3.4 Whitnall School District Liaison: Mrs. Komars reported that Whitnall School District plans to continue offering virtual and in-person options for students in the spring semester, and noted that the majority of families have opted for in-person classes at Hales Corners Elementary.

3.5 Village Chamber of Commerce: Ms. Laughlin reported that the Chamber is planning a Hales Corners Business Celebration Week in January or February to feature Hales Corners businesses. At the most recent meeting, Village President Besson spoke about a future survey to residents asking for their opinion on the priority for projects in the Village, and stated that the Library has been asked to provide a list of improvements needed for the building. Chamber President Goltz, as a member of the Toastmasters group that meets at the Library, also spoke about the importance of the Library and the need for upgrades and renovations. Mr. Goltz mentioned specifically the need for an elevator and better accessibility.

3.6 Village Liaison: Ms. Bergan reported that the Village recently awarded a new contract for trash pickup services that runs through 2023 and in the 2021 budget an account has been set up to track July 4 celebration expenses.

4.0 AGENDA ITEM

4.1 Minutes of the November 19, 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 November 2020. There was a motion and a second (Hertel/Rogall) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.

4.3 The Board reviewed the payroll reports #25 & #26. There was a motion and a second (Komars/Leonard) to approve the payroll reports as presented; motion passed unanimously.

4.4 The Board reviewed the Library Board Funds for November 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, using payroll figures current through pay

period #26 ending 11/27. Overages in the landscaping, computer maintenance, and building project line items were reviewed. Potential expenses related to the aging boiler and a tree near the east side of the building making contact with the siding were discussed.

4.6 2021 Library Budget

4.6.1 Amended budget: The library budget was approved at a public hearing on 11/23 with an expected \$10,000 reduction. Ms. Laughlin recommended reducing 2021 transfers to the equipment replacement fund and collection replacement fund to cover this reduction in budget, and clarified that this action would not have an impact on building repair projects. There was a motion and a second (Harycki/Komas) to amend the 2021 budget as presented; motion passed unanimously.

4.6.2 Goals: Ms. Laughlin reviewed the goals for the 2021 library budget, noting that employee salaries and pay are budgeted at a 0% increase for 2021 and that the reduced funding for the equipment replacement fund may be reinstated by the Village depending on the financial outlook in 2021. There was a motion and a second (Leonard/Rogall) to approve the goals as presented; motion passed unanimously.

4.6.3 2021 Hours of Service: After a brief discussion, there was a motion and a second (Komas/Harycki) to approve the 2021 hours of service and holiday closings as presented; motion passed unanimously.

4.6.4 Pay plans: Ms. Laughlin presented the 2021 pay plans for library staff, noting that they will remain at 2020 levels. Mr. Leonard requested information on current compensation for staff; this information will be an agenda item at the January meeting. There was a motion and a second (Hertel/Rogall) to approve the 2021 pay plans (at 2020 levels) as presented; motion passed unanimously.

4.7 Library Building Program

4.7.1 Proposals for Construction Management: Ms. Laughlin reported that nine proposals have been received in response to the construction management RFP. At the 12/14 Village Board meeting, three motions were passed pertaining to the Library Building Project. The first of these motions recommended that the Library Board reject the proposals for construction management services that have been received. The Library Board discussed several options for proceeding, including accepting the Village Board's recommendation and returning donated funds to community organizations, or proceeding to award a contract for construction management services using donated funds and continuing to fundraise with a disclaimer regarding the Village Board's position on the project. The option to delay awarding a contract was also discussed. After extensive discussion, there was a motion and a second (Komas/Rogall) to go back to the community organizations that have given the library money for an architectural and engineering rendering to support a capital fundraising campaign and explain that the Village Board is not supporting the building project at this time, and ask the organizations if they still want their money to go towards the rendering, knowing there is a lack of support at the Village level, and to notify the contractors that have submitted responses to the RFP for construction management services that there is a delay in the process while the Library Board completes a reassessment of the situation. Roll Call Vote: Ayes: Rogall, Komas, Harycki, Leonard, Hertel, and Lindberg. Nays: None. Motion passed unanimously.

- 4.7.2 Special Library Board meeting to review proposals: No special meeting was planned.
- 4.8 Virtual Cards for Whitnall Students – Memorandum of Understanding: Village Attorney Wesolowski is reviewing the Memorandum of Understanding and has questions regarding the fact that the Village is no longer a signatory. He is in contact with MCFLS Director Steve Hesel and the League of Wisconsin Municipalities to address these questions.
- 4.9 Wright Family Bequest: no report
- 4.10 Hales Corners Library: November-December operations: Mr. Branske reviewed statistics covering patron count, circulation, computer use, Wi-Fi use, reference questions, room use, and children's programs from 11/15 through 12/16. Many areas of library service are busier compared to the same time period last year, including circulation (1% increase), computer use (26% increase), reference questions (36% increase), and room use by community groups. From Youth Services, the one Club Maker To-Go program (ages 4-7) had 17 participants, and the one Club Awesome To-Go program (ages 8-11) had 15 participants. In addition, 77 self-directed Take & Make Bags have been picked up in the library.
- 4.11 Personnel report: Youth Services Librarian Megan Lohrenz has submitted her resignation to pursue a career change, and her last day will be 12/22. A job notice has been posted with a deadline of January 2, 2021. Circulation Supervisor Janice Sciano is on extended leave until mid-January at which point she plans to retire. After a letter of resignation is received, a pay plan and job description will be brought to the Board before this position is posted.
- 4.12 Next meeting date: Thursday, January 28, 2021 (4th Thursday).
- 4.13 Library director's 4th quarter reports and completion of her annual evaluation: Motion made and seconded (Rogall/Komas) 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. Roll Call Vote: Ayes: Leonard, Komas, Rogall, Harycki, Hertel, and Lindberg. Nays: none. Motion passed unanimously. Library Board convened into closed session at 8:02 pm. Motion (Hertel/Harycki) to re-enter open session at 9:00 pm. Roll Call: Ayes: Leonard, Komas, Rogall, Harycki, Hertel, and Lindberg. Nays: none. Motion passed unanimously.
- 5.0 ADJOURNMENT:** Motion made and seconded (Harycki/Leonard) to adjourn at 9:02 pm; motion passed unanimously.

Penny Harycki / (e-signature)

Penny Harycki, Secretary

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Post: Library Bulletin Board, Village Hall Bulletin Board, Fire Department