

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

**1.0 ROLL CALL** - Present: M. Lindberg (Chair), Trustees: P. Harycki, L. Hertel, L. Komasa, E. Leonard, B. Ludwig, and Village Liaison L. Bergan. Director P. Laughlin. Absent: C. Rogall. 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 Library Study Committee met on January 14. Mrs. Lindberg reported to the Committee about the Village Board's motions regarding the library building project. The Study Committee will meet again in March, date and time to be determined.

3.2 Finance & Personnel Committee: agenda items below.

3.3 Friends of the Library Liaison: The Friends of the Library met on January 21. Mrs. Lindberg reported to the group about the Village Board's motions regarding the library building project. The Friends were thanked for their support of this project. The Friends have retained the funds they pledged to the building project and will discuss their support for the library's building project at a future meeting.

3.4 Whitnall School District Liaison: Mrs. Komasa reported that Whitnall School District has begun the spring semester, and some distance learners have returned to in-person classes. Eligible health staff have begun receiving COVID-19 vaccinations.

3.5 Village Chamber of Commerce: Ms. Laughlin reported that the Chamber Board met on January 20. Mrs. Lindberg reported to the Chamber the Village Board's motions regarding the library building project. The Chamber was thanked for its support of the project. The Chamber will discuss their support for the library's building project at a future Chamber meeting.

3.6 Village Liaison: Ms. Bergan reported that the Village Board has voted not to allow village residents to own chickens, a new administrative clerk has been hired by the village, and that complaints about noise from the DPW garage are being addressed after an exterior fan was found to have been installed improperly.

**4.0 AGENDA ITEM**

4.1 Minutes of the December 17, 2020 meeting were reviewed. Mrs. Lindberg noted that there is a typo in agenda item 3.5. A motion was made and seconded (Harycki/Komasa) to approve the minutes as revised; motion passed unanimously.

4.2 The Board reviewed the Library budget report for December 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 #27, #28 & #3. There was a motion and a second (Hertel/Ludwig) to approve the payroll reports as presented; motion passed unanimously.

4.4 The Board reviewed the Library Board Funds for December 2020. There was a motion and a second (Hertel/Harycki) to accept the Library Board Fund report as discussed; motion passed unanimously.

- 4.5 2020 library budget – year-end estimate: Ms. Laughlin reported that the library’s 2020 budget is currently \$598 in the black, and is expected to adjust down slightly as the library catches up with Village records. It was also noted that the cost for installation of new smoke detectors will eventually be funded as previously approved by the Village Board.
- 4.6 Circulation Services Supervisor: There was a motion (Leonard) to move agenda items 4.6.1, 4.6.2, and 4.16 to the Library Board’s February meeting to give the Board time to review a statistical report he had distributed to trustees. Motion failed due to a lack of a second.
- 4.6.1 Job Description: Ms. Laughlin explained how the current Circulation Supervisor job description came to contain administrative responsibilities, and noted that those responsibilities will be moved to the Assistant Director job description. An organizational chart detailing the position’s supervisory responsibilities was also presented. There was a lengthy discussion on changes to the job description followed by a motion and a second (Ludwig/Komas) to approve the job description as proposed; motion passed 5-1 (nay: Leonard).
- 4.6.2 2021 Pay Plan: Ms. Laughlin recommended adopting a step pay plan for the Circulation Supervisor position. There was lengthy discussion concerning the choice of using a step plan system vs. a min-mid-max system. The min-mid-max pay system was adopted by the Library Board in 2019 for individuals that had reached the top of their pay scale. Step pay plans continued to be used for new positions and new hires such as the Assistant Director position (added in 2019), the Youth Services Librarian position (hired in July 2019) and all new hires for library pages and desk clerks. After additional discussion, there was a motion and a second (Komas/Harycki) to approve the pay plan as presented. Motion passed 4-2 (nay: Leonard, Hertel).
- 4.7 Library Facility Maintenance Projects: Mrs. Lindberg reported that she has responded to a letter from Village President Besson requesting an itemized list of facility maintenance projects completed in the last five years and needed within the next five years. Ms. Laughlin reported that she is currently working on this request and presented a list detailing maintenance projects pertaining to the boiler, telephone system, roof, siding and other areas where preventive maintenance has been performed in the past five years. Village President Besson has requested that this list be submitted to the Village no later than March 11, 2021. The facility maintenance projects list will come back to the Library Board at their February 25<sup>th</sup> meeting for final review.
- 4.8 Library Building Program: Proposals for Construction Management: After the December meeting, contractors were notified that there was a delay in the building project and that the Library Board will take action at this meeting. There was discussion about how to proceed with the proposals that have been received. Mr. Leonard noted that the Village has recommended that the Library Board return the proposals unopened. Ms. Hertel and Mrs. Komas stated that the Board needs to hear back from organizations that have donated or pledged funds to the project before making a decision. Ms. Laughlin reported that no contractors have withdrawn their proposals at this point. There was a motion and a second (Hertel/Ludwig) to wait until the Board hears back from community groups that have made donations or pledges and to notify contractors that there will be a further delay; motion passed unanimously.
- 4.9 Wright Family Bequest: After a brief discussion, there was a motion and a second

(Komas/Hertel) to accept the Wright Family's donation and send a letter thanking the family; motion passed unanimously. It was further suggested that the library make a public announcement regarding the donation, pending approval from the family.

- 4.10 2020 State Annual Report: Ms. Laughlin reported that she and the Assistant Director are currently working on the State Annual Report, which needs to be signed by the Library Director and Library Board President directly after the February 25 Board meeting. Given that Mrs. Lindberg will be unable to attend that meeting, Ms. Laughlin recommended that the Board grant the Vice President authority to sign this year's State Annual Report in the President's absence, and noted that she has been advised by the MCFLS Director that this is an acceptable solution. There was a motion and a second (Harycki/Hertel) to authorize the Library Board Vice President to sign this year's State Annual Report in place of the Library Board President. After brief additional discussion, motion passed unanimously.
- 4.11 Exit interview procedure: There was a discussion concerning the option of allowing Library Board trustees to perform exit interviews for staff members. Ms. Laughlin noted that there is normally low vacancy and turnover at the library. Options for trustees to interact with staff include attending staff meetings, attending the annual staff appreciation dinner (usually held in April), and to shadow staff members in their job duties. Mrs. Lindberg clarified the statutory responsibilities of the Director vs. the Library Board regarding the hiring and firing of employees, and stated that exit interviews are not the responsibility of the Board. There was substantial additional discussion concerning the scope of Board responsibilities and whether the evaluation criteria for the Library Director should be revised if trustees have limited interactions with library staff. Ms. Laughlin recommended that trustees utilize the options available to them for interacting with staff instead of changing the evaluation criteria for the Director.
- 4.12 Virtual Cards for Whitnall Students – Memorandum of Understanding: Ms. Laughlin reported that the memorandum of understanding has now been signed by all parties. Whitnall School District will provide the contact information for staff members who will work with MCFLS to share student data.
- 4.13 Hales Corners Library: December-January operations: Mr. Branske reviewed statistics covering people count, circulation, computer use, Wi-Fi use, reference questions, and room use from 12/17/20 through 1/27/21. Several areas of library service remain busier compared to the same time period last year, including circulation of digital materials (24% increase), computer use (33% increase), reference questions (20% increase), and room use by community groups. The Health Department's vaccine clinics have been a major contributor to room use over the past several weeks.
- 4.14 Personnel report: Eight applications were received for the Youth Services Librarian position. Three candidates were interviewed and two finalists selected. Both finalists withdrew their applications for different reasons. The job notice will be reposted.
- 4.15 Next meeting date: Thursday, February 25, 2021 (4<sup>th</sup> Thursday).
- 4.16 2021 compensations for library employees: Motion made and seconded (Harycki/Ludwig) 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, Circulation Supervisor, Youth Services Librarian, Adult Services Librarian/Assistant Director, Library Assistants, Desk Clerks, Pages-Shelvers, Interns, Seasonal Pages, Substitute Librarians, and Substitute Desk Clerks over which the

governmental body has jurisdiction or exercises responsibility. Roll Call Vote: Ayes: Leonard, Komars, Ludwig, Harycki, Hertel, and Lindberg. Nays: none. Library Board convened into closed session at 8:48 pm. Motion (Hertel/Ludwig) to re-enter open session at 9:00 pm. Roll Call: Ayes: Leonard, Komars, Ludwig, Harycki, Hertel, and Lindberg. Nays: none.

- 5.0 ADJOURNMENT:** Motion made and seconded (Hertel/Ludwig) to adjourn at 9:00 pm; motion passed unanimously.

*Penny Harycki* / (e-signature)

Penny Harycki, Secretary

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