



HALES CORNERS LIBRARY

5885 South 116th Street W. BEN HUNT CENTER Hales Corners WI 53130

Telephone (414) 529-6150

HALES CORNERS LIBRARY BOARD OF TRUSTEES Thursday, February 25, 2021 – 6:30 PM Meeting Notice / Agenda

Notice is hereby given that the Library Board will meet at the above date and time, at the W. Ben Hunt Center (5885 S. 116th Street). This meeting will be held online using GoToMeeting room software.

[Notice is given that a majority of the Village Board may attend this meeting to gather information about the subject matters listed under items 4.9, 4.10, 4.11. This meeting may constitute a meeting of the Library Board per *State ex rel. Badke v. Greendale Village Board*, even though the Village Board will not take formal action at this meeting.]

Public Meeting URL: <https://global.gotomeeting.com/join/128656773>
or dial in using your phone: [+1 \(872\) 240-3412](tel:+18722403412) Access Code: 128-656-773

1.0 ROLL CALL

2.0 PUBLIC COMMUNICATION

- 2.1 Thank you note from the Milwaukee Co. Federated Library Staff regarding the death of Hieu Tran, Network Coordinator

3.0 COMMITTEE & LIAISON REPORTS

- 3.1 Library Building Program: Study Committee
- 3.2 Finance & Personnel Committee
- 3.3 Friends of the Library Liaison
- 3.4 Whitnall School District Liaison
- 3.5 Village Chamber of Commerce
- 3.6 Village Liaison

4.0 AGENDA ITEMS

- 4.1 Minutes, January 28, 2021 – ACTION
- 4.2 Library budget report with monthly income/expense details – January – ACTION
- 4.3 Library payroll (#4, #5) – ACTION
- 4.4 Library Board Fund – January – ACTION
- 4.5 2020 library budget – Actual (pre-audit)
- 4.6 2020 State Annual Report – ACTION
- 4.7 Assistant Library Director
 - 4.7.1 Job Description – ACTION
 - 4.7.2 2021 Pay plan – ACTION
- 4.8 Library Intern / Library Associate: Job Description – ACTION
- 4.9 Library Building Program: Proposals for Construction Management – ACTION
- 4.10 Library Facility Maintenance Projects: report – ACTION

Note: Issues that require public input or for which citizens are present will receive priority on the agenda. If you are a disabled individual who requires special services, please notify the Library Director in advance of the meeting.

- 4.11 Library Board / Village Board communications: discussion
- 4.12 Meeting room use: Morgan / Halderson Wedding Shower – request to serve alcohol – ACTION
- 4.13 Wright Family Bequest: update
 - 4.13.1 Letter from Tessa Michaelson Schmidt, Youth and Inclusive Services Public Library Consultant, Wisconsin Dept. of Public Instruction | Library Services
- 4.14 Virtual Cards with Whitnall School District – Memorandum of Understanding: update
- 4.15 Strategic Planning
 - 4.15.1 Trend Chart: discussion
 - 4.15.2 Trustee Essentials #11 – Planning for the Library’s Future
- 4.16 Hales Corners Library: January – February operations
- 4.17 Personnel report: updates
- 4.18 Next meeting date: Thursday, March 25, 2021 (4th Thursday)
- 4.19 Library Director – 2020 evaluation

The Library Board may 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, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate. (Closed session meeting will be held online using GoToMeeting room software with a passcode required to participate. The public will not be provided the passcode. The Board will reconvene in open session to adjourn.)

5.0 ADJOURNMENT

Patricia Laughlin (e-signature)
Patricia Laughlin, Library Director
February 19, 2021

Distribution: Library Board, Library Director, Library staff, Village Administrator, Village Board, Press, MCFLS
Post: Library Bulletin Board, Village Hall Bulletin Board, Fire Department

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