

The meeting was called to order at 6:30 pm by Acting Chair Rogall.

1.0 ROLL CALL - Present: Acting Chair C. Rogall, Trustees: P. Harycki, L. Hertel, L. Komas, E. Leonard, B. Ludwig, and Village Liaison L. Bergan. Director P. Laughlin. Absent: M. Lindberg. Audience: Assistant Library Director E. Branske, Village Administrator Sandy Kulik.

2.0 PUBLIC COMMUNICATION

2.1 The Library Board received a note from the Milwaukee Co. Federated Library Staff regarding the death of Hieu Tran, Network Coordinator, in which they thanked the Board for the sympathy card that was sent. The Network Coordinator position is expected to be filled within 1-2 weeks.

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee: No report. The Study Committee plans to meet in March.

3.2 Finance & Personnel Committee: agenda items below.

3.3 Friends of the Library Liaison: The Friends of the Library met on February 24. They plan to continue supporting the library building project when it moves forward. The Friends have gained 10 members in the past month during their membership drive, and have raised \$1700 since last July through the in-library book sale, which compares favorably to the annual book sale revenue. The Friends will meet again in March.

3.4 Whitnall School District Liaison: Mrs. Komas reported that the majority of Whitnall students are now taking in-person classes. The district is now focusing on planning for the summer session and offering academic support for students who are struggling due to the impact of the pandemic.

3.5 Village Chamber of Commerce: The Chamber of Commerce met on February 17. The Chamber voted unanimously to allow the library to retain the \$2000 that has been contributed to the library building project. The Chamber has also published a new brochure to recruit members, and copies have been placed in the library lobby.

3.6 Village Liaison: Ms. Bergan reported on several updates from the Village, including a fix to the improperly installed fan at the DPW garage, the planned Spring groundbreaking for “Margie’s Garden” at the Boerner Botanical Gardens, and the Health Department’s request to hire limited term employees to staff vaccine clinics.

4.0 AGENDA ITEM

4.1 Minutes of the January 28, 2021 meeting were reviewed. A motion was made and seconded (Ludwig/Komas) to approve the minutes as presented; motion passed unanimously.

4.2 The Board reviewed the Library budget report for January 2020. There was a motion and a second (Komas/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 #4 & #5. There was a motion and a second (Harycki/Ludwig) to approve the payroll reports as presented; motion passed unanimously.

- 4.4 The Board reviewed the Library Board Funds for January 2020. After a brief discussion, there was a motion and a second (Ludwig/Komas) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 4.5 2020 library budget – Actual (pre-audit): Ms. Laughlin reported that pre-audit figures indicate the 2020 library budget will be \$5,737 in the black, and that amount will be returned to the Village general fund. The Village has transferred \$6,450 to the library to cover the expense of replacing the building's smoke detectors, which took place in 2020. The amended 2020 library budget will come back to the Library Board next month for approval.
- 4.6 2020 State Annual Report: Ms. Laughlin reported that the 2020 State Annual Report has been completed and reviewed by MCFLS Director Steve Hesper. The numbers reported are unusual due to the pandemic. Reports from libraries across the state will become available later in the year for comparison purposes. Mr. Leonard asked a question about the reciprocal borrowing numbers reported, and asked whether there is any sensitive data in the report that the Board should be aware of. There was also a correction to the list of trustees contained within the report. After some discussion, there was a motion and a second (Harycki/Leonard) to approve the 2020 State Annual Report with the correction to the list of trustees; motion passed unanimously.
- 4.7 Assistant Library Director: Ms. Laughlin explained that the administrative responsibilities which have been removed from the Circulation Supervisor job description are being added to the Assistant Library Director job description, and the proposed change will include an increase to the position's pay scale as well as a change from a step plan to a min-mid-max scale. Village Administrator Kulik clarified that there is no financial impact to moving to the min-mid-max system, so the decision to use a step plan or min-mid-max plan lies with the Library Board. She also explained that the Village has used a similar process of "flipping" job responsibilities and pay scales in the past, with the result remaining budget-neutral. There was additional discussion concerning the job responsibilities that are being moved and the details of the revised pay scale.
 - 4.7.1 Job Description: There was a motion and a second (Komas/Ludwig) to approve the proposed changes to the Assistant Library Director job description; motion passed unanimously.
 - 4.7.2 2021 Pay Plan: There was a motion and a second (Leonard/Harycki) to approve the proposed changes to the Assistant Library Director pay plan; motion passed unanimously.
- 4.8 Library Intern / Library Associate: Job Description: Ms. Laughlin explained the proposed changes to the Library Intern job description, which will allow candidates who are not in library school but have a bachelor's degree and relevant experience to be considered for the position. There was a motion and a second (Komas/Harycki) to approve the proposed changes to the Library Intern / Library Associate job description; motion passed unanimously.
- 4.9 Library Building Program: Proposals for Construction Management: Ms. Laughlin reported that while the Chamber of Commerce and Friends of the Library have responded regarding their contributions to the building project, the Historical Society and Whitnall Park Rotary Club have not. There was a motion and a second (Harycki/Ludwig) to delay a decision pending a response from the remaining organizations; motion passed unanimously.
- 4.10 Library Facility Maintenance Projects: Ms. Laughlin presented a report with photographs on the numerous items requiring maintenance/replacement at the library, including the boiler, telephone system, roof, cedar siding, and staff

entrance. Two contractors have inspected the building and provided recommendations for future action along with estimated costs. The Village has requested that the report be submitted by March 11. There was substantial discussion concerning the selection of contractors, statutory responsibilities for building maintenance, and previous capital projects that the library has undertaken. There was also discussion concerning the survey that will be included in the upcoming Village newsletter. There was a motion and a second (Komas/Harycki) to accept the report as presented. There was further discussion about whether the report includes sufficient financial information from the contractors. There was an amended motion and second (Komas/Harycki) to accept the report pending the addition of more detailed financial estimates as well as contacting a third contractor; motion passed unanimously.

- 4.11 Library Board / Village Board communications: Ms. Laughlin provided an overview of several options to improve communications between the Library Board and Village Board, such as making it possible for Village Trustees to attend Library Board meetings to be part of agenda items of mutual interest, sending draft Library Board meeting minutes to all Village Trustees and the Village Administrator in time for the verbal report provided by the Village Liaison. Trustees asked Ms. Laughlin to talk with Village Administrator Sandy Kulik and Village President Dan Besson about these methods of improving communications, and report back to the Library Board.
- 4.12 Meeting room use: Morgan / Halderson Wedding Shower – request to serve alcohol: There was a motion and a second (Harycki/Komas) to permit the serving of alcohol at the Morgan / Halderson Wedding Shower in the Hunt Room; motion passed unanimously.
- 4.13 Wright Family Bequest
 - 4.13.1 Ms. Laughlin presented a letter received from Tessa Michaelson Schmidt, Youth and Inclusive Services Public Library Consultant, Wisconsin Dept. of Public Instruction in response to the news of the Wright Family bequest.
- 4.14 Virtual Cards with Whitnall School District – Memorandum of Understanding: Ms. Laughlin reported that Whitnall School District has identified the staff member who will facilitate the transfer of student information to MCFLS, and stated that library staff will be responsible for introducing students and school staff to the resources made available through virtual cards.
- 4.15 Strategic Planning
 - 4.15.1 Trend Chart: There was discussion concerning the trend chart that Mr. Leonard had prepared and its utility with regard to future strategic planning efforts. Ms. Laughlin encouraged the Library Board to take on a strategic planning process and recommended resuming discussion on this topic once the library's open full-time positions have been filled.
 - 4.15.2 Trustee Essentials #11 – Planning for the Library's Future: Ms. Laughlin presented an article from the WI Department of Public Instruction Trustee Essentials series titled "Planning for the Library's Future," and recommended it as reading material for trustees as the library moves toward a strategic planning process.
- 4.16 Hales Corners Library: January – February operations: Mr. Branske presented a report with accompanying chart on statistics covering patron count, circulation, computer use, Wi-Fi use, reference questions, and room use from 1/1 through 2/15. Areas of library service remaining busier compared to the same time period last year include circulation of digital materials (16% increase), computer use (13% increase), reference questions (16% increase), and room use by community

groups. The Health Department's vaccine clinics continue to be a major contributor to room use. Mr. Leonard requested that updated statistics continue to be provided on a monthly basis so that his trend chart can be kept updated.

4.17 Personnel report: Over ten applications have been received for the Circulation Supervisor position; deadline is Saturday 2/27. The Youth Services Librarian position has been re-posted with a deadline of Sunday 3/7, and a Library Intern job notice has been posted as well. The posted shelver position has received two applications; testing will take place after additional applications are received.

4.18 Next meeting date: Thursday, March 25, 2021 (4th Thursday).

4.19 Library Director – 2020 evaluation: Considering the time, there was agreement to postpone agenda item 4.19 to the March 25, 2021 meeting.

5.0 ADJOURNMENT: Motion made and seconded (Harycki/Ludwig) to adjourn at 9:25 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