

The meeting was called to order at 6:34 pm by Chair Lindberg.

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

2.0 PUBLIC COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

- 3.1 Library Building Program: Study Committee: The next meeting date is Thursday, April 8.
- 3.2 Finance & Personnel Committee: agenda items below.
- 3.3 Friends of the Library Liaison: The Friends of the Library met on Wednesday, March 24th. They plan to continue supporting the library building project when it moves forward, but will retain their pledged funds until then. An annual book sale is being planned for this fall. The Friends 2021 budget provides support for the Summer Reading Programs which includes a subscription to Zoom. The next meeting date is Wednesday, April 28.
- 3.4 Whitnall School District Liaison: Mrs. Komasa reported that vaccines have been made available to any school staff members who want to receive it, and that planning for summer school is now underway.
- 3.5 Village Chamber of Commerce: The Chamber met on Tuesday, March 16 for their annual meeting. Election of officers took place, and Health Administrator Radloff gave a report at the meeting with updates on COVID-19 and vaccination in Hales Corners. The Chamber also met for a regular board meeting on Wednesday, March 17. David Pentek, Athletic Director at Whitnall High/Middle Schools, presented the “All On Board” program regarding the sign on the athletic field. The two scholarships provided by the Chamber will be awarded to Whitnall students in May.
- 3.6 Village Liaison: Ms. Bergan reported on several items from the Village, including an update on the ongoing complaints related to the DPW garage, the July 4 activities that are scheduled for 2021, updates to policy on secondary employment for Fire Department and Police Department staff, and the retirement of Village Trustee Marjorie Stahl.

4.0 AGENDA ITEM

- 4.1 Minutes of the February 25, 2021 meeting were reviewed. A motion was made and seconded (Rogall/Ludwig) to approve the minutes as presented; motion passed unanimously.
- 4.2 The Board reviewed the Library budget report for February 2021. After a brief discussion, 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 #6 & #7. 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 February 2021. There was a motion and a second (Ludwig/Hertel) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 4.5 Resolution #L21-01 transferring funds to the Village General Fund: Ms. Laughlin explained that Resolution #L21-01 approves the transfer of library funds to the Village General Fund. There was a motion and a second (Harycki/Rogall) to pass Resolution #L21-01; motion passed unanimously.
- 4.6 2020 library budget – Actual (pre-audit): amended: Ms. Laughlin reported that the Village transferred \$6,450 to the library’s budget to pay for the replacement of smoke detectors that took place in 2020. There was a motion and a second (Ludwig/Komas) to approve the amended 2020 library budget; motion passed unanimously.
- 4.7 Village Facilities Building Maintenance Committee: The Village has requested that a Library Trustee be selected and appointed to the Village Facilities Building Maintenance Committee. The Library Trustee will serve on this new committee along with the Library Director. There was a motion and a second (Rogall/Hertel) to nominate Penny Harycki to the committee; motion passed unanimously.
- 4.8 Library Building Program: Proposals for Construction Management: After a brief discussion, there was a motion and a second (Harycki/Ludwig) to inform the construction management companies that have submitted proposals that the Library Building Project has been put on hold indefinitely; motion passed unanimously.
- 4.9 Split Rail Fence: replacement: Ms. Laughlin reported that DPW has provided a quote for replacing the split rail fencing near the upper level parking lot and around the Ben Hunt Prairie. After a brief discussion, there was a motion and a second (Harycki/Komas) to approve spending \$300.00 to repair the upper level parking lot fencing and to defer action on the lower level fencing to a later time; motion passed unanimously. Ms. Harycki suggested a Boy Scout Troop might be able to provide help with the split rail fence around the Ben Hunt Prairie. Ms. Laughlin took note and will pursue this idea.
- 4.10 Library Facility Maintenance Projects: submitted to Village Administrator 3/10
 - 4.10.1 Joint meeting with the Village Board meeting date: Monday, March 29, 2021: Ms. Laughlin provided an update on the submission of the Library Facility Maintenance Projects report to the Village Administrator. The Board discussed plans to attend the joint Village Board / Library Board meeting on Monday, March 29.
- 4.11 Library Facility Responsibility: Information – email from E. Leonard, response from J. Wesolowski: Ms. Laughlin reported that Village Attorney Wesolowski provided an opinion to the Village Board regarding responsibility for the library building that would address Mr. Leonard’s questions. Ms. Laughlin noted that the ability to perform maintenance is dependent on funding from the Village, and reviewed previous capital requests that were delayed or not approved. Mrs. Lindberg suggested performing building inspections on a regular basis to identify developing maintenance issues.
- 4.12 Library Board / Village Board communications: Ms. Laughlin reported on the March 9th meeting with Village Administrator Sandy Kulik and Village President Dan Besson. Strategies to improve communication between the Village and Library boards were identified, including adding to the Village Official Report on a Village Board agenda, a Library report. The Library Director and/or Library Board President would then attend the meeting, provide a report, and Village Trustees would be able to ask questions. There was additional discussion regarding how

joint meetings are scheduled and when the “State ex rel. Badke v. Greendale Village Board” statement is added to a Village Board and/or Committee of the Whole agenda.

- 4.13 Library Board appointment: Ms. Hertel reported that Village President Besson has informed her that her appointment to the Library Board will not be renewed at the end of her term (end of May).
 - 4.14 Virtual Cards with Whitnall School District – update: Whitnall School District and MCFLS have identified staff members who will facilitate the transfer of student records for the creation of virtual cards. Those individuals are planning to meet to discuss details of the transfer process.
 - 4.15 Strategic Planning
 - 4.15.1 MCFLS Member Libraries – Where are they with strategic plans?: Ms. Laughlin reported on her research into strategic planning processes taking place at MCFLS member libraries. Many libraries are pausing development or implementation of their strategic plans due to the pandemic and waiting until there is more stability. There was additional discussion concerning the timing of strategic planning relative to planning for building maintenance.
 - 4.16 Hales Corners Library – 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 2/1 through 2/28. Areas of library service remaining busier compared to the same time period last year include circulation of digital materials (46% increase), reference questions (18% increase), and room use by community groups. The recent transition of e-magazines from the RBdigital platform to Overdrive has boosted checkouts of those materials. The Health Department’s vaccine clinics continue to be a major contributor to room use.
 - 4.17 Personnel report: Second interviews for the Circulation Supervisor position took place today (3/25), and a job offer will be made on Friday or Monday contingent on reference checks. First interviews for the Youth Services Librarian position are scheduled for Monday, April 5, with second interviews to follow. Two candidates for Library Intern / Library Associate positions are scheduled for interviews on Monday, March 29. The open Library Page position has been filled, and orientation and training is upcoming.
 - 4.18 Next meeting date: Thursday, April 22, 2021 (4th Thursday).
 - 4.19 Library Director – 1st quarter report & 2020 evaluation: Motion made and seconded (Rogall/Harycki) 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 Library Board has jurisdiction or exercises responsibility. Roll Call Vote: Ayes: Kommas, Ludwig, Harycki, Hertel, Rogall, and Lindberg. Nays: none. Library Board convened into closed session at 7:50 pm. Motion (Harycki/Kommas) to re-enter open session at 8:07 pm. Roll Call: Ayes: Kommas, Ludwig, Harycki, Hertel, Rogall, and Lindberg. Nays: none.
- 5.0 ADJOURNMENT:** Motion made and seconded (Harycki/Kommas) to adjourn at 8:07 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