

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

- 1.0 CIRCULATION SUPERVISOR** – Incoming Circulation Supervisor Seth Harrison met the Library Board and provided information on his career and personal background.
- 2.0 ROLL CALL** – Present: M. Lindberg (Chair), Trustees: P. Harycki, L. Hertel, E. Leonard, B. Ludwig, C. Rogall, and Village Liaison L. Bergan. Director P. Laughlin. Absent: L. Komasa. Audience: Assistant Library Director E. Branske, Circulation Supervisor S. Harrison.
- 3.0 PUBLIC COMMUNICATION** – none
- 4.0 COMMITTEE & LIAISON REPORTS**
 - 4.1 Library Building Program: Study Committee: The committee met on Thursday, April 8th and received a report on responses from community groups regarding their support of the Library Building Program. The Historical Society has decided to wait to commit funds to the project until there is support from the Village. The Whitnall Park Rotary Club has not provided a response yet, as they are in a transitional period between presidents. The next meeting date is to be determined.
 - 4.2 Finance & Personnel Committee: agenda items below.
 - 4.3 Friends of the Library Liaison: The next meeting date is Wednesday, April 28th.
 - 4.4 Whitnall School District Liaison: Whitnall School District has resumed sports programs, plans to hold the high school prom, and planning for summer school is underway. Eligible high school students have begun receiving COVID-19 vaccines. A Leo Club has been started at Whitnall High School by the Hales Corners Lions Club.
 - 4.5 Village Chamber of Commerce: The Chamber met on Wednesday, April 21st and reviewed the Chamber of Commerce bylaws and storage space needs. The Chamber's storage space at the Library is being reorganized. The next meeting will be on Wednesday, May 19th in-person at Festival Foods.
 - 4.6 Village Liaison: There are new appointees to several Village boards, including the Board of Appeals, Planning Commission, and Public Works Commission. The Village approved allowing Village employees to purchase additional units of life insurance. The Health Department has hired a part-time sanitarian. With regard to mask mandates, Hales Corners businesses may choose whether to enforce the wearing of masks within their own businesses, and the Police Department will provide assistance as necessary.
- 5.0 AGENDA ITEMS**
 - 5.1 Minutes of the March 25, 2021 meeting were reviewed. A motion was made and seconded (Harycki/Ludwig) to approve the minutes as presented; motion passed unanimously.
 - 5.2 Minutes of the April 12, 2021 joint meeting were reviewed. A correction was made under agenda item 2.3 to reflect that Ms. Harycki was named as a representative on the Village Facilities Building Maintenance Committee, not as a contact person. A motion was made and seconded (Harycki/Rogall) to approve the minutes as revised; motion passed unanimously.
 - 5.3 The Board reviewed the Library budget report for March 2021. After a brief discussion, 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.

- 5.4 The Board reviewed the payroll reports #8 & #9. After a brief discussion, there was a motion and a second (Hertel/Harycki) to approve the payroll reports as presented; motion passed unanimously.
- 5.5 The Board reviewed the Library Board Funds for March 2021. There was a motion and a second (Ludwig/Rogall) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 5.6 2020 Community Annual Report: Mr. Branske presented the 2020 Community Annual Report. The 2020 report includes statistics on virtual programming, curbside service, digital material usage, and other areas of service affected by the COVID-19 pandemic. It was noted that the 2020 Community Annual Report will be distributed through the library's social media, weekly newsletter, and website. Print copies will be distributed in the library. Ms. Rogall suggested adding an introductory statement to the report explaining the ways in which the library responded and adapted to the pandemic in terms of the types of programming and services offered. After further discussion, action on this item was postponed until the May 2021 board meeting to allow suggested changes to be made.
- 5.7 Library Building Program: Proposals for Construction Management: Contractors who submitted proposals have been informed that the project is on hold indefinitely. One proposal was returned at the request of the contractor.
- 5.8 Library Facility Maintenance Projects – submitted to Village Administrator 3/10
 - 5.8.1 Joint meeting with the Village Board: Following the joint meeting with the Library and Village boards, Village President Besson followed up with Ms. Laughlin and Mrs. Lindberg regarding the conduct displayed at that meeting. Village President Besson noted that the Library's plan for improved communication with the Village is a step in the right direction. There was additional discussion regarding the information from contractors that was presented at the joint meeting.
 - 5.8.2 Library Facility Responsibility: Information – email from E. Leonard, response from J. Wesolowski: This was an item discussed at the March meeting but added to this agenda because Mr. Leonard was absent from the meeting. There was substantial discussion concerning the interpretation of Library facility responsibility in light of the response from Village Attorney Wesolowski. Mrs. Lindberg noted that the Library Board is responsible for building repairs and upkeep, but the ability to conduct those repairs is dependent on Village funding. Mr. Leonard clarified, that in his opinion, the Library Board must take responsibility for making the requests for funding, regardless of the fact that responsibility for approving or denying requests remains with the Village. Ms. Bergan noted that with the new Facilities Building Maintenance Committee, the Village is attempting to determine priority of maintenance projects across all Village departments. There was further discussion regarding methods, e.g. regular inspections that can be used to determine maintenance priorities throughout the Village.
 - 5.8.3 Village Facilities Building Maintenance Committee: Village Administrator Ms. Kulik received information about Library Trustee Mrs. Harycki being selected to represent the Library along with Library Director Pat Laughlin. The first meeting date has not yet been determined.
- 5.9 Strategic Planning: Mr. Leonard clarified statements he heard when listening to the March Library Board recorded meeting, noting that the trend charts he prepares are a method of sharing library statistics that are relevant to future strategic planning efforts. A review of these trend charts was added as an agenda item to the May 27th Library Board meeting. There was discussion concerning the example strategic plans from the

St. Francis Public Library and the Franklin Public Library, and it was noted that these plans lack actionable targets and plans for how to achieve the objectives that they lay out. Ms. Laughlin reported that both St. Francis and Franklin have paused their strategic planning efforts during the pandemic recovery.

- 5.10 Split Rail Fence – replacement: DPW will schedule replacement of the upper-level fencing in the near future. DPW has also been informed that interested scouts groups may be invited to assist with the next split rail fencing project, tentatively planned for the fall.
- 5.11 Virtual Cards with Whitnall School District: On April 8, MCFLS created 2,290 virtual cards for Whitnall School District students. In July, Whitnall School District and MCFLS will update the database with expected graduation dates. The Library is in the process of creating publicity for virtual cards, using examples from other member libraries. Currently there is no method for MCFLS to report usage statistics for virtual cards, other than the number of virtual cards that are converted to full library cards.
- 5.12 Hales Corners Library: March 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 3/1 through 3/31. Areas of library service remaining busier compared to the same time period in 2019 include circulation of digital materials (40% increase), computer use (21% increase), Wi-Fi use (20% increase), reference questions (15% increase), and room use by community groups. The Health Department's vaccine clinics continue to be a major contributor to room use. There was additional discussion concerning the possibility of holding an open house event in the summer to invite patrons back into the library, given that in-person visits to the library remain lower than average.
- 5.13 Personnel report: Incoming Circulation Supervisor Seth Harrison starts on Monday, April 26th. Library Intern Jessica Staedter has been hired as Youth Services Librarian and will start on Monday, May 17th. A Desk Clerk is on personal leave through April, and other Desk Clerks will be covering those open shifts. There is also a vacancy in the Morning Page position due to a resignation. The hiring process for that position will begin after Seth Harrison starts as Circulation Supervisor.
- 5.14 Next meeting date: Thursday, May 27, 2021 (4th Thursday).
- 5.15 Library Director – 1st quarter report & 2020 evaluation: Motion made and seconded (Ludwig/Leonard) 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, Rogall, Ludwig, Harycki, Hertel, and Lindberg. Nays: none. Library Board convened into closed session at 7:52 pm. Motion (Rogall/Leonard) to re-enter open session at 8:06 pm. Roll Call: Ayes: Leonard, Rogall, Ludwig, Harycki, Hertel, and Lindberg. Nays: none.

Motion to accept Library Director's 1st quarter report and 2021 goals as discussed in closed session (Leonard/Harycki); motion passed unanimously.

- 6.0 ADJOURNMENT:** Motion made and seconded (Harycki/Rogall) 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