

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

- 1.0 YOUTH SERVICES LIBRARIAN** – Incoming Youth Services Librarian Jessica Staedter met the Library Board and provided information on her career and personal background.
- 2.0 ROLL CALL** – Present: M. Lindberg (Chair), Trustees: P. Harycki, L. Komars, B. Ludwig, and C. Rogall. Director P. Laughlin. Absent: L. Hertel, E. Leonard, Village Liaison L. Bergan and Assistant Director E. Branske. Audience: Youth Services Librarian Jessica Staedter.
- 3.0 PUBLIC COMMUNICATION** – none
- 4.0 COMMITTEE & LIAISON REPORTS**
  - 4.1 Library Building Program: Study Committee: No report
  - 4.2 Finance & Personnel Committee: Agenda items below
  - 4.3 Friends of the Library Liaison: The next in-person meeting date is Tuesday, June 1<sup>st</sup>.
  - 4.4 Whitnall School District Liaison: Ms. Komars reported the high school graduation will be held on Saturday 6/5 with an outside ceremony. Summer school is set.
  - 4.5 Village Chamber of Commerce: The Chamber Board met on Wednesday, May 19<sup>th</sup> in-person at Festival Foods Café and held a member meeting at The Bosch that featured a history trivia that was created by Youth Services Librarian Jessica Staedter.
  - 4.6 Village Liaison: No report
- 5.0 AGENDA ITEMS**
  - 5.1 Minutes of the April 22, 2021 meeting were reviewed. A motion was made and seconded (Harycki/Ludwig) to approve the minutes as presented; motion passed unanimously.
  - 5.2 The Board reviewed the Library budget report for April 2021. After a brief discussion, there was a motion and a second (Harycki/Komars) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
  - 5.3 The Board reviewed the payroll reports #10 & #11. After a brief discussion, there was a motion and a second (Rogall/Ludwig) to approve the payroll reports as presented; motion passed unanimously.
  - 5.4 The Board reviewed the Library Board Funds for April 2021. Mrs. Lindberg noted that there was a \$1,000.00 unsolicited donation to *The 100 Women Campaign* made by an anonymous donor. There was a motion and a second (Ludwig/Rogall) to accept the Library Board Fund report as discussed; motion passed unanimously.
  - 5.5 2020 Community Annual Report: Ms. Staedter and Ms. Laughlin reviewed the changes and additions to the 2020 Community Annual report. Trustees were pleased with the work that Mr. Branske put into the report. Two suggestions were to check the wording that was used in the press release for acknowledging the Wright Family donation to ensure consistency and to tweak the white font used in the report so that it worked better in the media distribution.
  - 5.6 Library Page-Shelver job description: No changes were recommended; this was simply updating the date on the job description. There was a motion and a second

- (Ludwig/Rogall) to approve the job description as presented; motion passed unanimously.
- 5.7 Library Employee Handbook: The recommendation is to send the reviewing process to the Finance & Personnel Committee. Ms. Laughlin briefly read through the approved changes to the Village Employee Handbook. Motion was made and seconded (Rogall/Komas) to have the Finance & Personnel Committee complete the review and provide a report and recommendation to the Library Board; motion passed unanimously.
- 5.8 Hales Corners Library
- 5.8.1 Summer Reading Clubs & Programs: report – Ms. Staedter reviewed the printed flyer distributed to the Library Board, the Beanstack app used for summer reading clubs and the line-up of June programs. A suggestion was made to include Facebook reminders for busy parents. There were questions about the registration process. Mrs. Komas asked if Ms. Staedter could work with the schools to provide a virtual presentation and promotion of the summer reading clubs and programs; the library will be in touch with Mrs. Komas to make those arrangements. Ms. Laughlin noted how quickly Ms. Staedter was able to pull together the summer programs since she started full-time in mid-May.
- 5.8.2 April operations: Ms. Staedter presented a report with the accompanying chart on statistics covering patron count, circulation, computer use, Wi-Fi use, reference questions, and room use from 4/1 through 4/30. Areas of library service remaining busier compared to the same time period in 2019 include circulation of digital materials (32% increase), Wi-Fi use (8% increase), reference questions (9% increase), and room use by community groups. The Health Department's vaccine clinics continue to be a major contributor to room use.
- 5.8.3 Aquarium leak, new filter, FOL support: Ms. Laughlin reported the old filter for the aquarium leaked about 8 to 10 gallons of water. The Friends of the Library provide financial support for the aquarium and approved the purchase of a new filter, about \$260.00.
- 5.9 Library Facility Maintenance Projects – submitted to village Administrator 03/10:
- 5.9.1 The new Village Facilities Building Maintenance Committee will meet in June; that date has not yet been set.
- 5.10 Trends Chart submitted by Emeran Leonard: Mrs. Lindberg explained that with Mr. Leonard unable to attend tonight's meeting that this item and agenda item 511.1 would be carried over to the June meeting.
- 5.11 Strategic Planning:
- 5.11.1 Planning process document submitted by Emeran Leonard: discussion on this item is carried over to the June meeting.
- 5.11.2 Continue discussion on getting started: The planning process from the Franklin Public Library Strategic Plan was distributed. Ms. Laughlin noted their committee composition of library board and staff, library foundation (Franklin Library does not have a Friends of the Library group), Franklin Public Schools, and community. Other items of note included the annual library operations and service data (Emeran's trends charts may be helpful with this component), a community survey that was conducted for about a month in early 2019, the focus groups, the use of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) that is also mentioned in Emeran's planning process document, issues and needs questionnaire completed by members of the Strategic Planning Committee and the

demographic and economic data from the American Community Survey and the 2000 and 2010 US Census. There was discussion on committee composition, stakeholders in the community, representatives from the business community and the Chamber of Commerce, use of benchmarks and assessment of progress.

- 5.12 Split Rail Fence – replacement: Library Board reviewed photos of the new split rail fence and area where the grass had been removed and replaced with wood chips. Bluemel's Landscaping has been notified that when they complete the 2022 spring clean-up they'll need to bring additional wood chips to cover this expanded area. DPW recommended removing the grass because mowing next to the split rail fence posts caused damage to the posts. The project was budgeted at \$300 and came in over budget at \$337.56 with the cost of the wood chips still to be added.
- 5.13 Virtual Cards with Whitnall School District: Ms. Laughlin reported use of virtual cards will be counted using the Whitnall Student ID information imbedded in the patron record for each student. There are about 2,300 virtual cards for Whitnall Students with 580 of those cards are students holding regular library cards. The library will blend the regular library cards with their corresponding virtual cards to maintain a clean database. Students with the remaining virtual cards will have the option to upgrade their cards and then be able to check out library material. Next month Ms. Laughlin will ask the Library Board to consider a policy of forgiving any outstanding library fines and to forgive library fines when signing up for the summer reading clubs. Reports on use of virtual cards will be provided by staff in October/ November 2021 after the new school year gets started.
- 5.14 Library Board reappointment(s): Mrs. Lindberg reported that Library Trustee Lindy Hertel has received three letters from Village President Dan Besson regarding her appointment to the Library Board. Ms. Hertel responded yes to letter #2 asking if she wanted to be reappointed but has not heard back from Mr. Besson. It was unknown at this time the status of Ms. Hertel's tenure on the Library Board.
- 5.15 Personnel report: Update will be provided in closed session
  - 5.15.1 All Staff Meeting (04/29/2021) – minutes: Ms. Laughlin extended an invitation to library trustees to attend a library staff meeting. Attendance could be in-person or virtual.
- 5.16 Library Intern/Associate position:

Motion made and seconded (Rogall/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 Intern/Associate over which the governmental body has jurisdiction or exercises responsibility. Roll Call Vote: Ayes: Rogall, Ludwig, Harycki, Kommas and Lindberg. Nays: none. Library Board convened into closed session at 8:10 pm. Motion (Harycki/Ludwig) to re-enter open session at 8:25 pm. Roll Call: Ayes: Rogall, Ludwig, Harycki, Kommas and Lindberg. Nays: none. No action.
- 5.17 Next meeting date: Thursday, June 24, 2021 (4<sup>th</sup> Thursday).

**6.0 ADJOURNMENT:** Motion made and seconded (Harycki/Komas) to adjourn at 8:26 pm; motion passed unanimously.

*Penny Harycki* / (e-signature)  
Penny Harycki, Secretary

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