



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, June 24, 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).

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

1.0 ROLL CALL

2.0 PUBLIC COMMUNICATION

3.0 COMMITTEE & LIAISON REPORTS

- 3.1 Finance & Personnel Committee
 - 3.1.1 Library Employee Handbook: update
- 3.2 Friends of the Library Liaison
- 3.3 Whitnall School District Liaison
- 3.4 Village Chamber of Commerce
- 3.5 Village Liaison

4.0 AGENDA ITEMS

- 4.1 Minutes, May 27, 2021 – ACTION
- 4.2 Library budget report with monthly income/expense details – May – ACTION
- 4.3 Library payroll (#12, #13) – ACTION
- 4.4 Library Board Fund – May – ACTION
- 4.5 Library Board:
 - 4.5.1 Library Board Bylaws: proposed revisions – ACTION
 - 4.5.2 Accounting Policies and Procedures: proposed revisions – ACTION
 - 4.5.3 Annual meeting, election of officers: preview in preparation for July meeting
 - 4.5.4 Library Committees & Liaison Appointments: preview of appointments in preparation for July meeting
 - 4.5.5 Library Board: Appointments
- 4.6 Library Explorer Pass Program – ACTION
- 4.7 Holiday tree:
 - 4.7.1 New tree: HC Lions Club sponsorship – ACTION
 - 4.7.2 Removing old trees, restoring area – ACTION
 - 4.7.3 New tree: where to plant – ACTION
- 4.8 Cleaning & Janitorial Services: proposal to extend current contract – ACTION
- 4.9 May operations

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.

- 4.10 Library Facility Maintenance Projects - submitted to Village Administrator 03/10/2021: update
 - 4.10.1 Village Facilities Building Maintenance Committee: update
- 4.11 Trends Chart submitted by Emeran Leonard
- 4.12 Strategic Planning:
 - 4.12.1 Planning process documents submitted by Emeran Leonard
 - 4.12.2 Continue discussion on getting started – ACTION
- 4.13 Personnel report: updates
- 4.14 Library Director's 2nd quarter report:
The Library Board may enter into closed session pursuant to Wisconsin Statute §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.
- 4.15 Next meeting date: Thursday, July 22, 2021 (4th Thursday)

5.0 ADJOURNMENT

Patricia Laughlin (e-signature)
Patricia Laughlin, Library Director
June 18, 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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