

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

1.0 ROLL CALL – Present: M. Lindberg (Chair), Trustees: T. Kiernan, E. Leonard, B. Ludwig, and C. Rogall. Village Liaison L. Bergan. Director P. Laughlin. Absent: P. Harycki, L. Komar. Audience: Assistant Library Director E. Branske, Hales Corners Lions Club President Jim Bain.

2.0 PUBLIC COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Finance & Personnel Committee

3.1.1 Library Employee Handbook: The Finance & Personnel Committee has started reviewing changes to the Village Employee Handbook to determine which changes are relevant to the Library and could be incorporated in the Library's Employee Handbook.

3.2 Friends of the Library Liaison: The Friends met on Tuesday, June 1st and approved supporting the proposed Explorer Pass program using a portion of the \$5,000 received from the Tom and Geri Bitters Charitable Fund. Their next meeting will be Thursday, July 8th.

3.3 Whitnall School District Liaison: No report

3.4 Village Chamber of Commerce: There was a board meeting last week and a member meeting tonight. The Chamber's yard sign campaign in support of Whitnall graduates has recently ended.

3.5 Village Liaison: The state approved a grant for the installation of a sidewalk on Forest Home Ave. The Village Board voted not to install the sidewalk due to concerns about snow removal, replacement costs, and the burden imposed on older adults whose properties would be affected. July 4th celebrations are set to go on as planned.

4.0 AGENDA ITEMS

4.1 Minutes of the May 27, 2021 meeting were reviewed. Approval of the minutes was tabled until the July meeting due to lack of eligible trustees who attended the meeting and could make a motion and a second.

4.2 The Board reviewed the Library budget report for May 2021. After a brief discussion, there was a motion and a second (Ludwig/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 #12 & #13. After a brief discussion, there was a motion and a second (Ludwig/Leonard) to approve the payroll reports as presented; motion passed unanimously.

4.4 The Board reviewed the Library Board Funds for May 2021. After a brief discussion, there was a motion and a second (Rogall/Ludwig) to accept the Library Board Fund report as discussed; motion passed unanimously.

4.5 Library Board

- 4.5.1 Library Board Bylaws: proposed revisions: Ms. Laughlin presented a proposed addition to the Library Board bylaws that would require signatures from both the Library Board Treasurer and Library Director to withdraw Library funds from the financial institute. There was a motion and a second (Ludwig/Kiernan) to approve the proposed changes; motion passed unanimously.
- 4.5.2 Accounting Policies and Procedures: proposed revisions: Ms. Laughlin presented two revisions to the Library Board's Accounting Policies and Procedures, the first reflecting the approved change to the bylaws requiring two signatures for withdrawals of Library funds at the financial institution, and the second adding information about the liability insurance for fraud/theft that is provided by the Village. There was a motion and a second (Rogall/Kiernan) to approve the proposed changes; motion passed unanimously.
- 4.5.3 Annual meeting, election of officers: preview in preparation for July meeting: Information about the terms and duties of Library Board officers was reviewed. Ms. Laughlin relayed the message from Ms. Harycki that she is willing to continue serving as secretary if no one else wants to serve as secretary, and Ms. Rogall said she is willing to continue as Vice President. A new treasurer will be elected at the July meeting.
- 4.5.4 Library Committees & Liaison Appointments: preview of appointments in preparation for July meeting: Several liaison positions are open to trustees, including liaison to the Building & Grounds Committee, liaison to the Friends of the Library, legislative liaison, and Chamber of Commerce liaison. There is also a member position open on the Building & Grounds Committee. There was a discussion regarding the role of the Building & Grounds Committee in relation to the new Village Facilities Building Maintenance Committee.
- 4.5.5 Library Board: Appointments: Lindy Hertel is no longer a trustee on the Library Board, and her position has been filled by Tom Kiernan. Mr. Kiernan provided a brief introduction.
- 4.6 Library Explorer Pass Program: Ms. Laughlin provided an overview of the proposed Explorer Pass Program. With a valid library card, the Library will offer passes to cultural entities such as the Milwaukee County Zoo, Mitchell Park Domes, and Boerner Botanical Gardens. To get started, four circulating Milwaukee County Zoo passes will be acquired at a cost of \$2000, and the passes would be offered in conjunction with Explorer Backpacks containing zoo-themed activities for children. The Friends of the Library have approved supporting these purchases. There was a proposed change to the Library's circulation policy to cover cultural passes, which would set an overdue rate of \$10/day with a \$50 replacement cost. There was further discussion concerning the promotion of these passes and how they would be cataloged. There was a motion and a second (Rogall/Kiernan) to approve the proposed changes to the circulation policy; motion passed unanimously.
- 4.7 Holiday Tree
 - 4.7.1 New tree: HC Lions Club sponsorship: Jim Bain from the Lions Club reviewed a proposal to replace the holiday trees on the Library property with disease-resistant Norway Spruces. Two local nurseries are being considered, and the cost is estimated at \$3600 for one tree. The Lions Club will pay for the purchase and planting of the new tree, and funding for removal of the existing trees will be requested from the Village Board. There was a motion and a second (Rogall/Leonard) to accept the gift of a

- new tree from the Lions Club; motion passed unanimously.
- 4.7.2 Removing old trees, restoring area: A proposal for tree removal and stump grinding was received from Limb Walkers Tree Service with an estimate of \$1,350. After a question about the library's landscape line budget, Ms. Laughlin explained that budget covers a contract with Bluemel's Landscaping Services and that the library's budget does not have funding for special projects. There was discussion about alternative sources of funding should the request to the Village be denied, as well as whether to include a contingency for the project. Hales Corners Lions Club president Jim Bain suggested coming back to the Lions Club if necessary. There was a motion and a second (Rogall/Ludwig) to request \$1,350 from the Village Board to cover the costs of tree removal; motion passed unanimously.
- 4.7.3 New tree: where to plant: Several potential planting locations were reviewed. DPW Director Mike Martin provided a site plan showing the planting locations to consider. There was a motion and a second (Ludwig/Kiernan) to plant the new trees in the area where the current two trees are located (#1 on the site plan); motion passed unanimously.
- 4.8 Cleaning & Janitorial Services: proposal to extend current contract: Ms. Laughlin presented a proposed contract for 2022-2023-2024 with Dust Free Cleaning Service. There was substantial discussion concerning the possibility of seeking alternative bids or considering a longer or shorter contract period. There was a motion (Ludwig) to accept the 3-year contract as proposed. Motion failed due to a lack of second. After some further discussion, Ms. Laughlin clarified that DPW Director Mike Martin's experience with contracts was helpful in looking at the dollar increases each year and that the rates offered by Dust Free are reasonable. Following this discussion, there was a motion and a second (Ludwig/Rogall) to accept the 3-year contract as proposed. There was further discussion concerning language in the proposed contract that would trigger a renegotiation in the case of a minimum wage increase to over \$10/hour. Mr. Leonard and Mr. Kiernan suggested that there be additional clarification regarding this renegotiation process. Ms. Ludwig rescinded the pending motion; Ms. Rogall agreed. After additional discussion, there was a motion and a second (Rogall/Leonard) to approve the proposed 3-year contract with a provision that if a minimum wage increase triggers a renegotiation, the Library will require an effective date of six months after the renegotiation of the contract; motion passed unanimously.
- 4.9 May 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 5/1 through 5/31. Areas of library service remaining busier compared to the same time period in 2019 include circulation of digital materials (37% increase) and room use by community groups. Wi-Fi and computer use have returned to 2019 levels. The Health Department's vaccine clinics have decreased in frequency and attendance, though they continue to be a large contributor to room use. Other groups meeting at the Library include the Hales Corners Lutheran Church, the Ridge Church, and starting in July, the Greater Milwaukee Knitting Guild is moving their monthly meeting to the library.
- 4.10 Library Facility Maintenance Projects – submitted to Village Administrator 03/10/2021
- 4.10.1 Village Facilities Building Maintenance Committee: The committee has not met, and is searching for a July date for a first meeting.
- 4.11 Trends Chart submitted by Emeran Leonard: Mr. Leonard presented a series of trends charts for various library services, emphasizing the need for forward

planning and noting the fact that the pandemic may cause permanent changes in patron behavior. Mr. Leonard also noted that some library services have been declining since before the pandemic, which proved to be true for neighboring libraries, Franklin, Greendale and Greenfield. There was additional discussion about the method of statistical analysis chosen for the trends charts as well as how to approach forward planning.

4.12 Strategic planning:

4.12.1 Planning process documents submitted by Emeran Leonard: Mr. Leonard reviewed his recommendations for structuring a strategic planning process, including the development of action items and establishment of committees to address these action items. Ms. Rogall also noted that environmental analysis will be a key part of the process.

4.12.2 Continue discussion on getting started: There was further discussion about how to start the strategic planning process. Ideas for collecting community input were proposed, including surveys, focus groups, community votes, and booths outside local businesses. There was a consensus to brainstorm key issues for the strategic plan at the July board meeting.

4.13 Personnel report: No report

4.14 Library Director – 2nd quarter report: Motion made and seconded (Rogall/Kiernan) 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, Kiernan, and Lindberg. Nays: none. Library Board convened into closed session at 8:55 pm. Motion (Ludwig/Leonard) to re-enter open session at 9:02 pm. Roll Call: Ayes: Leonard, Rogall, Ludwig, Kiernan, and Lindberg. Nays: none. No action.

4.15 Next meeting date: Thursday, July 22, 2021 (4th Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Ludwig/Kiernan) to adjourn at 9:03 pm; motion passed unanimously.

Pat Laughlin / (e-signature)

Pat Laughlin, Acting Secretary

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