

The meeting was called to order at 6:31 pm by Chair Lindberg.

- 1.0 ROLL CALL** – Present: M. Lindberg (Chair), Trustees: P. Harycki, E. Leonard, B. Ludwig, L. Komar, T. Kiernan, and Village Liaison L. Bergan. Director P. Laughlin. Absent: C. Rogall. Audience: Assistant Library Director E. Branske, Youth Services Librarian J. Staedter.

- 2.0 ANNUAL MEETING** –
 - 2.1 Election of Officers 2021-2022: After a brief discussion, there was a motion and a second (Ludwig/Kiernan) to approve the election of officers for 2021-2022 as follows:
 - President: MaryAnn Lindberg
 - Vice President: Crystal Rogall
 - Treasurer: Tom Kiernan
 - Secretary: Penny HaryckiMotion passed unanimously.
 - 2.2 The schedule of meetings for 2021-2022 was reviewed. There was a motion and a second (Ludwig/Kiernan) to approve the schedule of meetings as presented; motion passed unanimously.

- 3.0 PUBLIC COMMUNICATION** – none

- 4.0 COMMITTEE & LIAISON REPORTS**
 - 4.1 Finance & Personnel Committee
 - 4.1.1 Library Employee Handbook: The Finance & Personnel Committee is reviewing potential changes to the Library Employee Handbook. A presentation on recommended changes is expected to be given at the August Board meeting.
 - 4.2 Friends of the Library Liaison: The Friends met on Thursday, July 8th and discussed the Explorer Pass program. The Friends of Boerner Botanical Gardens have started a free library, and the Friends of the Library provided selected nonfiction children's books as a starter for the group. The Friends also received a report on Summer Reading Program expenses, and are planning to hold a book sale in the fall contingent on volunteer support.
 - 4.3 Village Facilities Building Maintenance Committee: The committee had its first meeting, and Village departments provided an overview of their building needs. Departments will be asked to provide a formal list of needs at meeting planned for Wednesday, August 25th.
 - 4.4 Whitnall School District Liaison: A researcher from Cardinal Stritch University has been studying how Whitnall School District operated and performed while open during the COVID-19 pandemic, and will issue a report on July 26. The district is in the process of making decisions regarding school operations in the fall semester.
 - 4.5 Village Chamber of Commerce: The Chamber had a social last Tuesday evening. There is no board meeting scheduled in July.

- 4.6 Village Liaison: The Village received two funding requests for projects related to the Ben Hunt Cabin. The Committee of the Whole had an extensive discussion regarding areas of the Village that sex offenders can or cannot live, and have made a recommendation to the Village Board that offenders be prohibited from residing within 750ft of schools in Hales Corners.

5.0 AGENDA ITEMS

- 5.1 Minutes of the June 24, 2021 meeting were reviewed. A motion was made and seconded (Leonard/Ludwig) to approve the minutes as presented; motion passed unanimously.
- 5.2 The Board reviewed the Library budget report for June 2021. After a brief discussion, there was a motion and a second (Harycki/Kiernan) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 5.3 The Board reviewed the payroll reports #14 & #15. After a brief discussion, there was a motion and a second (Komas/Leonard) to approve the payroll reports as presented; motion passed unanimously.
- 5.4 The Board reviewed the Library Board Funds for June 2021. After a brief discussion, there was a motion and a second (Harycki/Ludwig) to accept the Library Board Fund report as discussed; motion passed unanimously.
- 5.5 Library Committee & Liaison Appointments: After a brief discussion, there was a motion and a second (Harycki/Kiernan) to appoint E. Leonard as liaison to the Building & Grounds Committee; motion passed 5-0 with one abstention (Leonard). There was also a motion and a second (Harycki/Ludwig) to reappoint Eileen Valaitis and Mary Weidenfeller to the Building & Grounds Committee; motion passed unanimously.
- 5.6 Holiday Tree: removing old trees, restoring area: The Village Board has recommended that the Library pay for the tree removal using unspent 2021 personnel budget. There was a motion and a second (Harycki/Leonard) to approve the use of unspent personnel funds to pay for the tree removal; motion passed unanimously.
- 5.7 Job description: Desk Clerk: Ms. Laughlin presented a revised Desk Clerk job description, noting the changes referred to a system for public printing that was replaced several years ago with new software and the ePRINTit from anywhere. There was a motion and a second (Ludwig/Komas) to approve the changes to the Desk Clerk job description as presented; motion passed unanimously.
- 5.8 Strategic Planning: Continue discussion on getting started: Ms. Lindberg started the discussion with a summary of what was discussed at the June 24th meeting. As the discussion progressed, notes were added to the whiteboard. Mr. Leonard commented that he was not comfortable with the process and referred to the process he had presented at the June 24th meeting. Ms. Lindberg suggested Mr. Leonard chair a strategic planning committee with three or four people on the committee. After some discussion, there was a motion and a second (Harycki/Ludwig) to have Mr. Leonard chair a committee with youth services librarian, Jessica Staedter, trustee Tom Kiernan, and trustee Crystal Rogall; motion passed unanimously. Ms. Laughlin will look into facilitator services and costs for these services from both Milwaukee Co. Federated Library System (MCFLS) and Wisconsin Library Services (WiLS). Photos were taken of the notes on the whiteboard.
- 5.9 2022 Library Budget
- 5.9.1 Timeline for preparation, Library Board review, submit to Village Administrator: Ms. Laughlin reviewed a timeline for preparation of the 2022

Library budget, date for review of capital improvement projects by the Village Facilities Committee, date for review and action by the Library Board, deadline for submitting to the Village Administrator, dates for Village Board review, public hearing in November and final Library Board review and action in November and December.

- 5.9.2 Dates for Village Board review: Email from Village Administrator Kulik with dates for Village Board review was discussed.
- 5.10 Milwaukee Co. Federated Library System (MCFLS): System funding 2022, 2023: Email from MCFLS Director Steve Hesel (7/8/2021) announcing the additional system funding that is in the State budget and the positive impact on System agreements including reciprocal borrowing (2023 payment), resource library (2022) and MCFLS share of cataloging (2022) which will reduce the burden on member libraries for cataloging expenses. Ms. Laughlin noted the reciprocal borrowing payment for February 2022 is set; that payment will not change. The reciprocal borrowing payments in February 2023 and February 2024 will be positively affected because of the increase in State funding.
- 5.11 Wisconsin Trustee Training Week (<https://www.wistrusteetraining.com>) 8/23 through 8/27: Trustees were encouraged to sign up for and participate in the week-long training sessions. Sessions are recorded and may be watched at any time.
- 5.12 Library Explorer Pass Program: Ms. Staedter showed one of the backpacks that will be available for families using the Explorer Passes for Milwaukee County Zoo. Backpacks include a pair of child binoculars, a magnifying glass and a scavenger hunt. The suggestion of adding a clipboard was made. The four Zoo passes were received on Monday 7/19 and were being cataloged and processed. Ms. Laughlin noted the Zoo passes will be holdable with a 1 day pickup time limit; this was a suggestion made at the June 24th Library Board meeting. Ms. Laughlin extended the invitation to trustees to try out the Zoo passes when they are ready for public use and provide feedback on the check-out process and use at the Zoo.
- 5.13 Hales Corners Library: June operations: Ms. Staedter presented a report with accompanying chart on statistics covering patron count, circulation, computer use, Wi-Fi use, reference questions, and room use from 6/1 through 6/30. Digital material circulation remains elevated compared to the same time period in 2019 (57% increase). The Health Department held only two clinics in June with reduced attendance, contributing to lower than average room use.
- 5.14 Personnel report: Morning page position was filled by library employee Carole Raap. Desk clerk position, left vacant with Ms. Raap taking the morning page position, was filled by Laura Rech. Remaining open position is for a library intern/associate.
- 5.15 Desk Clerks 7/1 Staff Meeting: Board received minutes from the 7/1 meeting.
- 5.16 Next meeting date: Thursday, August 26, 2021 (4th Thursday).
- 6.0 ADJOURNMENT:** Motion made and seconded (Kiernan/Ludwig) to adjourn at 8:40 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