

The meeting was called to order at 5:31 p.m. by Acting Chair Ludwig.

1.0 ROLL CALL – Present: M. Lindberg, and B. Ludwig. Director P. Laughlin. Audience: none

2.0 PUBLIC COMMENT – none

3.0 AGENDA ITEM

- 3.1 Minutes of the June 24, 2021 meeting were reviewed. A motion was made and seconded (Lindberg/Ludwig) to approve the minutes as presented; motion passed unanimously.
- 3.2 Committee reviewed the Library budget report with income/expense details for June 2021. After a brief discussion, a motion was made and seconded (Lindberg/Ludwig) to recommend to the full Board acceptance of the identified income and payment of bills; motion passed unanimously.
- 3.3 Committee reviewed Library payroll (#14, #15). After a brief discussion, a motion was made and seconded (Lindberg/Ludwig) to recommend to the full Board acceptance of the payroll expenses; motion passed unanimously.
- 3.4 Committee reviewed the Library Board Funds for June 2021. After a brief discussion it was moved and seconded (Ludwig/Lindberg) to recommend to the full Board acceptance of the identified income and payment of bills; motion passed unanimously.
- 3.5 Library Employee Handbook: Continued review of revisions to the Village Employee Handbook approved by the Village Board 4/12/2021, editorial changes suggested by a colleague of Emeran Leonard and revisions recommended by staff. Attorney Hubacher responded to a question regarding wording in the New Employee Orientation Period. The wording as it stands does not change the ability of the Library or the employee to end the employment relationship for any reason at any time with or without notice. Use of the term “orientation period” is a matter of preference – not a legal issue. There was lengthy discussion about carryover of accrued vacation time and bringing the library’s policy in line with the Village’s policy. Ms. Laughlin will confer with Village Administrator Sandy Kulik and report back to the Committee.
- 3.6 Compensation & Wages: Two job notices from the Mukwonago Community Library were reviewed: MetaSpace 511 Lead Innovator and Community Engagement Coordinator. Hours of work, pay rate, benefits and job responsibilities were discussed. Both job notices provided ideas for strategic planning.
- 3.7 Next meeting date: Thursday, August 26, 2021 (4th Thursday).

4.0 ADJOURNMENT: Motion was made and seconded (Lindberg/Ludwig) to adjourn at 6:25 pm; motion passed unanimously.

Patricia Laughlin / (e-signature)
Patricia Laughlin, Acting Secretary

Finance & Personnel Committee: MaryAnn Lindberg, Beth Ludwig
Ex officio: Patricia Laughlin

Distribution: Library Board, Library Director, Library staff, Village Administrator
Post: Library Bulletin Board, Village Hall Bulletin Board, Fire Department Bulletin Board

Finance & Personnel Committee
07/22/2021