

The meeting was called to order at 6:32 pm by Chair Lindberg.

1.0 ROLL CALL – Present: M. Lindberg (Chair), Trustees: P. Harycki, E. Leonard, B. Ludwig, T. Kiernan, L. Komas, C. Rogall, and Village Liaison L. Bergan. Director P. Laughlin. Absent: Assistant Director Banske.

2.0 PUBLIC COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Finance & Personnel Committee: agenda items 4.3-4.5 & 4.8

3.2 Friends of the Library Liaison: The Friends met on Monday, August 23rd. The Friends decided to not hold a book sale this Fall; instead wait until Spring 2022.

3.3 Strategic Planning Committee:

3.3.1 Report on MCFLS / WiLS service, Committee profile/duties: Ms. Laughlin reported on the services that MCFLS could provide along with services from WiLS and Sarah Keister Armstrong consulting. Mr. Leonard distributed information from the 8/19 meeting. After some discussion, with decisions being made on the Committee's responsibilities, Ms. Laughlin noted that this discussion was not properly noticed and should be restricted to a brief Committee report.

3.4 Whitnall School District Liaison: Ms. Komas reported on the WSD plans for opening, the new score board used for the athletic field and the upcoming Homecoming event.

3.5 Village Chamber of Commerce: Ms. Laughlin reported on the ribbon cutting held on Thursday 8/19 at Collins Insurance, a new business in Hales Corners, and the member meeting held at That's Amore that evening.

3.6 Village Liaison: Ms. Bergen report on the James R. Ryan portrait dedication planned for Saturday 9/18, plans for wrapping utility boxes with historical photos, discussions on a name recognition policy and where the Village is on hiring a health administrator.

4.0 AGENDA ITEMS

4.1 Minutes of the May 27, 2021 meeting were reviewed. A motion was made and seconded (Harycki/Ludwig) to approve the minutes as presented; motion passed unanimously.

4.2 Minutes of the July 22, 2021 meeting were reviewed. A motion was made and seconded (Harycki/Kiernan) to approve the minutes as presented; motion pass unanimously.

4.3 The Board reviewed the Library budget report for July 2021. After a brief discussion, there was a motion and a second (Komas/Leonard) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.

4.4 The Board reviewed the payroll reports #16, #17, #18. After a brief discussion, there was a motion and a second (Ludwig/Kiernan) to approve the payroll reports as presented; motion passed unanimously.

- 4.5 The Board reviewed the Library Board Funds for July 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.
- 4.6 Anne E. Weber (Stock) Memorial: After a brief discussion there was motion and a second (Leonard/Harycki) to accept the donations for the Anne E. Weber Memorial and approve the plans for use of the funds; motion passed unanimously.
- 4.7 2022 library budget proposal (distributed at the meeting): Ms. Laughlin reviewed goals for revenue, personnel, operating, equipment replacement and capital projects. Ms. Laughlin noted some numbers may change as final information is provided by MCFLS and other contractors. Year-end estimates for 2021 will be added to the document. The overall budget increase is about 8.6% compared to 2020. After some discussion, there was a motion and a second (Harycki/Ludwig) to approve the budget as discussed; motion passed 6-1.
- 4.8 Library Employee Handbook: Mr. Kiernan presented the Finance & Personnel Committee's recommendation to approve the Library Employee Handbook as revised. After a brief discussion, there was a motion and a second (Harycki/Komas) to approve the revisions to the Handbook; motion passed unanimously.
- 4.9 Youth Services Librarian – 2021 Pay Plan: Ms. Laughlin reviewed the proposed changes to the pay plan and noted the competitive market with a youth services position posted by Cudahy Library this week and another posting coming from Greendale Library shortly. After a brief discussion there a motion and a second (Leonard/Komas) to approve the 2021 pay plan as presented; motion passed unanimously.
- 4.10 Library Building Project
 - 4.10.1 Whitnall Park Rotary Club: Ms. Laughlin met with the Club on Wednesday 7/28 regarding their contribution of \$500 towards the Library Building Project. The Club took action and approved unanimously to have the library keep the \$500 and use for the Building Project if that should move forward or to use the funds as needed.
 - 4.10.2 Construction Management proposals: Ms. Laughlin has contacted the contractors with options to pick up their proposals, have the proposals mailed back or have the library shred them.
- 4.11 Hales Corners Lions Club – Hearing Loop sponsorship plaque is now installed.
- 4.12 Wisconsin Trustee Training Week: Ms. Laughlin encouraged trustees to watch two webinars: Departures and Arrivals: Transitions and Succession Planning (8/24) and Library Ethics 101 (8/26).
- 4.13 Holiday tree: Jim Bain from the HC Lions Club reported to Ms. Laughlin that the tree has been purchased from Trees On The Move, the location for planting the tree is flagged and installation is planned for mid to late September.
- 4.14 MCFLS Tech support services for member libraries: MCFLS offers technical support to any member library with on-site support services offered on a cost recovery basis. General member library services are provided without cost. The Hales Corners Library takes advantage of these services.
- 4.15 July operations: Ms. Laughlin presented a report with the accompany chart on statistics covering patron count, circulation, computer use, Wi-Fi use, reference questions, room use and library card registrations and renewals from 7/1 through 7/31. Digital material circulation is down slightly compared to the same time period in 2020. For room use, the number of groups meeting is up compared to 2019 and 2020 as well as the number of attendees. Library card registration and renewals is added to the monthly report with information on the increase in payments for overdue fines in July 2021 compared to same month in 2020 and 2019.

- 4.16 August operations: Ms. Laughlin reported on the following situations
- 4.16.1 No air condition: Library closed evening of 8/10 through 8/12. One of three condensers was not working. Condensers are original with the building (1984). A new condenser was installed with cost of \$1,600.
 - 4.16.2 No phone service 8/12 at the Library, Health Dept., and Village Hall. Library telephone equipment was not the problem.
 - 4.16.3 No Internet at MCFLS Libraries 8/14 through morning of 8/17. Problem was not associated with MCFLS equipment. A further report from AT&T is pending.
- 4.17 Personnel report: Ms. Laughlin reported job notices are posted for a library page-shelver and library intern/associate positions. Youth services librarian position will be posted shortly.
- 4.18 Library Director – Evaluation: Motion made and seconded (Harycki/Rogall) 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, Kiernan, Ludwig, Komas, Harycki, and Lindberg. Nays: none. Library Board convened into closed session at 8:28 pm. Motion (Rogall/Leonard) to re-enter open session at 8:55 pm. Roll Call: Ayes: Leonard, Rogall, Kiernan, Ludwig, Komas, Harycki, and Lindberg. Nays: none. Action: There was a motion and second (Harycki/Kiernan) to accept the letter of resignation from Ms. Laughlin after more than 33 years as library director with Friday, October 29th being her last day of employment; motion passed unanimously. There was a motion and second (Harycki/Rogall) to have Library Board President Lindberg to work with Assistant Director Branske on details for him to become the Interim Director; motion passed unanimously.
- 4.19 Next meeting date: Thursday, September 22, 2021 (4th Thursday)
- 5.0 ADJOURNMENT:** Motion made and seconded (Harycki/Kiernan) to adjourn at 8:57 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