

The meeting was called to order at 5:30 p.m. by Chair Kiernan.

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

**2.0 PUBLIC COMMENT** – none

**3.0 AGENDA ITEM**

- 3.1 Minutes of the July 22, 2021 meeting were reviewed. A motion was made a 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 July 2021. After a brief discussion, a motion was made and seconded (Ludwig/Lindberg) to recommend to the full Board acceptance of the identified income and payment of bills; motion passed unanimously.
- 3.3 Committee reviewed Library payroll (#16, #17, #18). 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 July 2021. After a brief discussion it was moved and seconded (Lindberg/Kiernan) 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. Ms. Laughlin reviewed the options for the section on use of vacation credits for part-time employees. After some discussion, there was consensus to set the policy to use accrued vacation over the 84-hour limit by the December 31, 2022 and that vacation could only be used for regularly scheduled hours. Mr. Kiernan had several questions about other parts of the Employee Handbook so that he could understand the discussions that had taken place by the Committee previously. With those questions answered, there was a motion and a second (Ludwig/Lindberg) to recommend to the full Board acceptance of the revised Library Employee Handbook; motion passed unanimously.
- 3.6 Compensation & Wages: Ms. Laughlin reported on the Cudahy Library Youth Services position posted this week. Hourly wage is \$25.00 compared to the proposed 2021 rate of \$24.09 for the Hales Corners Library position that will be posted next week. Ms. Laughlin noted that Greendale Library will be posting a youth services position shortly.
- 3.7 Next meeting date: Thursday, September 23, 2021 (4<sup>th</sup> Thursday).

**4.0 ADJOURNMENT:** Motion was made and seconded (Ludwig/Lindberg) to adjourn at 6:20 pm; motion passed unanimously.

*Patricia Laughlin/ (e-signature)*

Patricia Laughlin, Acting Secretary

Finance & Personnel Committee: Tom Kiernan (Chair), 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