

The meeting was called to order at 6:33 pm by Chair Lindberg.

1.0 ROLL CALL – Present: M. Lindberg (Chair), Trustees: P. Harycki, E. Leonard, B. Ludwig, T. Kiernan, L. Komars, C. Rogall (call-in 6:35 pm, left at 7:10 pm), and Village Liaison L. Bergan. Director P. Laughlin.

2.0 PUBLIC COMMUNICATION – none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Finance & Personnel Committee: agenda items 4.2-4.4

3.2 Friends of the Library Liaison: The Friends met on Monday, September 20th. They are planning an annual meeting in November.

3.3 Strategic Planning Committee: Committee met Thursday 9/16 and this evening.

3.4 Village Building Facilities Maintenance Committee: Ms. Harycki reported the Committee met on September 16th. With lots of discussion, the Committee created a Capital Improvements Plan for 2022-2026 and voted to recommend it to the Village Board.

3.5 Whitnall School District Liaison: Ms. Komars reported homecoming with this week with the football game and dance on the weekend. The School Board is holding its annual meeting and budget review on Monday, 9/27.

3.6 Village Chamber of Commerce: Ms. Laughlin reported there was a member meeting last night at The Bosch with about 15 attendees.

3.7 Village Liaison: Ms. Bergan reported on the 2022 budget process, update on booster shots, problem with carjacking and update on the Health Department staffing.

4.0 AGENDA ITEMS

4.1 Corrected at the 10/28/2021 meeting: Minutes of the August 26, 2021 meeting were reviewed. There was a motion and a second (Ludwig/Harycki) to approve the minutes as presented. Mr. Leonard objected to the lack of details under Agenda item 3.3.1 Strategic Planning Committee meeting. After some discussion, the original motion was withdrawn and there was another motion and second (Ludwig/Harycki) to carry over the minutes until the October meeting; motion passed (6 – yes, 1 – no).

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

4.3 The Board reviewed the payroll reports #19 & #20. After a brief discussion, there was a motion and a second (Ludwig/Kiernan) to approve the payroll reports as presented; motion passed unanimously.

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

- 4.5 2021 library budget
 - 4.5.1 Year-end estimate: Review of year-end estimate that includes 2021 pay increases, pay out of accrued benefits for one resignation and one retirement, temporary additional compensation for interim director and circulation supervisor, building maintenance projects, landscape project and boiler repair projects.
 - 4.5.2 2021 pay plan: updates all pay plans to 2021 rates
 - 4.5.3 Library Resolution #21-02: Motion and second (Komas/Kiernan) to approve the resolution with pay increases; motion passed unanimously.
 - 4.5.4 Use of unspent funds: Motion (Harycki/Ludwig) to approve the use of unspent funds as presented and discussed; motion passed unanimously.
- 4.6 2022 library budget
 - 4.6.1 Changes and additions: 2022 library budget changes include revisions to health insurance and reduction in the landscape line budget for a project to be paid for with 2021 unspent funds. There was a motion and second (Harycki/Ludwig) to approve the revised budget as discussed; motion passed unanimously.
 - 4.6.2 Meeting with Village Board: Thursday 10/14/2021. Ms. Laughlin and Mr. Kiernan will be presenting the library's budget.
- 4.7 Library Selection Committee
 - 4.7.1 Board members who would like to serve: Mr. Leonard, Mrs. Komas and Mrs. Lindberg volunteered to serve on this committee that will be responsible for recruitment of a new Library Director. There was a motion and second to approve the appointments (Kiernan/Harycki); motion passed unanimously.
 - 4.7.2 Discussion on procedure: Mrs. Lindberg reviewed the process including review of job description, salary plan, help from MCFLS, posting of job notice, review of applicants. Interviews will be conducted by the Library Board.
- 4.8 Strategic Planning Committee
 - 4.8.1 Plan for visiting libraries: Mr. Leonard reviewed the plan for visiting libraries.
 - 4.8.2 Board members who would like to help with library visits: Ms. Komas and Ms. Harycki expressed an interest in helping with library visits.
- 4.9 Library Building Project – donations, pledges: Ms. Laughlin reviewed a financial document showing community pledges and donations for the building project along with the cashed out CDs and memorial funds held by the Library Board.
- 4.10 Holiday tree: HC Lions Club expects the new tree to be planted by the end of September.
- 4.11 August operations: Ms. Laughlin presented a report with the accompanying chart on statistics covering patron count, circulation, computer use, WiFi use, reference questions, and room use from 8/1 through 8/31. Digital material circulation remains elevated by 45% compared to August 2019. The library was closed for 2.5 days due to no air conditioning and had no internet service for 3 days, resulting in reduced numbers in several categories. The Friends of the Library are sponsoring a monthly virtual trivia program that started in July, with 27 participants, and in August had 31 participants.
- 4.12 Personnel report: Ms. Laughlin reported the library page-shelver position has been filled; Lia Licht starts on Monday 9/27. The library received six applications for the youth services librarian position; three candidates will be interviewed on Monday 10/4. The library is interviewing one applicant for the library associate position.
- 4.13 Interim Director and Circulation Supervisor positions – Evaluation: Motion made

and seconded (Harycki/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 Interim Director and Circulation Supervisor over which the governmental body has jurisdiction or exercises responsibility. Roll Call Vote: Ayes: Leonard, Rogall, Kiernan, Ludwig, Komars, Harycki, and Lindberg. Nays: none. Library Board convened into closed session at 7:05 pm. Motion (Ludwig/Harycki) to re-enter open session at 7:40 pm. Roll Call: Ayes: Leonard, Kiernan, Ludwig, Komars, Harycki, and Lindberg. Nays: none. Action: There was a motion and second (Komars/Kiernan) to extend additional compensation to the Circulation Supervisor as discussed; motion passed unanimously. There was a motion and a second (Ludwig/Leonard) to pursue a discussion with Interim Director candidate; motion passed unanimously.

4.14 Next meeting date: Thursday, October 28, 2021 (4th Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Ludwig/Harycki) to adjourn at 8:45 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