

The meeting was called to order at 6:30 pm by Chair Lindberg.

1.0 YOUTH SERVICES LIBRARIAN – Mark Zimmerman was introduced and spoke about himself, his career as a teacher with Milwaukee Public Schools, and most recently his career as a librarian with City of Milwaukee Public Libraries.

2.0 ROLL CALL – Present: M. Lindberg (Chair), Trustees: P. Harycki, E. Leonard (left meeting at 8:05 pm), T. Kiernan, C. Rogall, and Village Liaison L. Bergan. Director P. Laughlin. Absent: B. Ludwig, L. Komasa.

3.0 PUBLIC COMMUNICATION – none

4.0 COMMITTEE & LIAISON REPORTS

4.1 Finance & Personnel Committee: agenda items 5.4-5.6

4.2 Friends of the Library Liaison: The Friends met on Wednesday, October 20th. The meeting covered details of Ms. Laughlin's retirement. Their next meeting is November 17th.

4.3 Selection Committee: Ms. Lindberg report on the first meeting (10/12) and there is another meeting next week (11/4). Work is being done on the job description, pay plan, and the job notice positing.

4.4 Strategic Planning Committee: Ms. Rogall reported on the Committee's tour of the Mukwonago Public Library on Friday 10/15

4.5 Village Building Facilities Maintenance Committee: Ms. Harycki said there was no report. The Committee has completed their work on capital projects provided that to the Village Board.

4.6 Whitnall School District Liaison: Ms. Lindberg gave Ms. Komasa's report. Ms. Laughlin was recognized by the Whitnall School Board at their meeting on Monday (10/25).

4.7 Village Chamber of Commerce: Ms. Laughlin reported there was a member meeting last night at Clifford's with about 15 attendees. The Chamber Board met on Wednesday October 20th and discussed recruiting and retaining members.

4.8 Village Liaison: Ms. Bergan reported 2022 budget, changes discussed for the Village newsletter.

5.0 AGENDA ITEMS

5.1 The minutes of the August 26, 2021 meeting were carried over from the September 23rd meeting. Ms. Lindberg noted that Mr. Leonard has withdrawn his objection voiced at the August 26th meeting. There was a motion and a second (Kiernan/Harycki) to approve the minutes as presented; motion passed unanimously.

5.2 Minutes of the September 23, 2021 meeting regarding Agenda item 4.1 approval of the August 26th minutes were incorrect. With input from Ms. Harycki, the discussion at the August 26th meeting noted that Mr. Leonard wanted more detail added to the report from the Strategic Planning Committee. The original motion to approve the minutes was withdrawn and another motion was made to carry over the minutes to

- the October meeting. That motion passed (6-yes, 1-no).
- 5.3 Minutes of the September 30, 2021 meeting were reviewed. A motion was made and seconded (Kiernan/Harycki) to approve the minutes as presented; motion passed unanimously.
 - 5.4 The Board reviewed the Library budget report for September 2021. After a brief discussion, there was a motion and a second (Harycki/Rogall) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
 - 5.5 The Board reviewed the payroll reports #21 & #22. After a brief discussion, there was a motion and a second (Kiernan/Leonard) to approve the payroll reports as presented; motion passed unanimously.
 - 5.6 The Board reviewed the Library Board Funds for September 2021. After a brief discussion, there was a motion and a second (Harycki/Kiernan) to accept the Library Board Fund report as discussed; motion passed unanimously.
 - 5.7 2021 library budget:
 - 5.7.1 Year-end estimate: Ms. Laughlin reviewed the year-end estimate with payroll through 9/17/2021 and operating expenses through 9/30/2021. The year-end estimate includes a plan to use unspent funds: a change in hourly rate for library assistant, addition to the equipment replacement fund for 2021 and 2022 computer upgrades, and replacement of the flow switch for the boiler. This leaves a balance of over \$9,300.
 - 5.7.2 Unspent Funds: The following three items were discussed. There was a motion and a second (Harycki/Rogall) to approve the items as discussed; motion passed unanimously.
 - 5.7.2.1 Library Assistant: change in hourly pay, maintain current # of hours in a year, and change to library job description
 - 5.7.2.2 Equipment replacement fund: addition to the fund to cover 2021 and 2022 computer upgrades
 - 5.7.2.3 Boiler: replace the flow switch
 - 5.8 Reciprocal Borrowing:
 - 5.8.1 Ms. Laughlin reviewed the reciprocal borrowing service provided by member libraries for service year October 2020 ending September 2021, the partnerships between Hales Corners and MCFLS member libraries and the payment that will be received in February 2023.
 - 5.8.2 2022 Reciprocal Borrowing payment (actual) from West Milwaukee: This payment is added to the 2022 budget document. After some discussion, there was a motion and a second (Rogall/Harycki) to approve the payment as discussed; motion passed.
 - 5.9 2022 library budget
 - 5.9.1 Report on 10/14 Village Board meeting: Ms. Laughlin reported on the 2022 budget cuts discussed at this meeting, and the additional cuts that were discussed at the 10/27 Village Board meeting. The plan for making those cuts is in the works. There was discussion about how to make the cuts and who is responsible for putting together the revised budget. Mr. Kiernan suggested holding a special Library Board meeting early in December before the regular meeting.
 - 5.9.2 Public Hearing Monday 11/22: This is the meeting where the Village Board approves the Village budget.
 - 5.10 Adult Services Librarian
 - 5.10.1 Job description: Ms. Laughlin reported the job description (last used in 2017) was reviewed and rewritten after looking at examples from

Greendale, Oak Creek, St. Francis and Shorewood. After a brief discussion, there was a motion and a second (Rogall/Harycki) to approve the job description as discussed; motion passed unanimously.

5.10.2 2021 pay plan: The proposed pay plan appears to be within market value of four other MCFLS libraries. After a brief discussion, there was a motion and a second (Kiernan/Harycki) to approve the pay plan as discussed; motion passed unanimously.

5.10.3 Changes to the Library Employee Handbook: The plan for the adult services position is to have it start as an hourly position at an average of 35.2 hours per week and then change it to a full-time – salaried with the 2023 budget. Ms. Laughlin noted the section on Benefit Hours in the Employee Handbook will need to be revised to support this new hourly category. Interim Director Riel will be making that administration recommendation. After some discussion, there was a motion and a second (Harycki/Rogall) to approve the changes to the Library Employee Handbook as discussed; motion passed.

5.11 Holiday tree: The tree is planted. It is a 12 foot Norway spruce with a one year warranty. Dept. of Public Works (DPW) has received the care instructions that were provided by Trees on the Move and will be handling the watering and care that is needed. The DPW will add a mulch ring that is noted in the instructions and will bill the library for this expense.

5.12 September 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 9/1 through 9/30. Digital material circulation remains elevated by 29% compared to September 2019. Computer use and reference questions also continue to be elevated compared to September 2019. Room use numbers reflect the fact that in-person Library programs were held in 2019 but no in-person Library programs were held in September 2020 or September 2021, due to pandemic or no youth services librarian, respectively. The Friends of the Library sponsored virtual trivia program had a record high 62 participants in September.

5.13 Personnel report: Natalie Frank has been hired as library associate. Natalie is a former Library Book Squad volunteer, she works part-time at School Sisters of St. Francis as an archivist. Mark Zimmerman, youth services librarian, was introduced this evening. Emily Motz, after-school page, has resigned. That position will be posted shortly after Interim Director Martha Riel returns. Mark and Martha will handle the hiring.

5.14 Next meeting date: Thursday, November 18, 2021 (3rd Thursday)

6.0 ADJOURNMENT: Motion made and seconded (Harycki/Kiernan) to adjourn at 8:27 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