Hales Corners Library
Library Board of Trustees – Minutes
Thursday, July 23, 2026

Village of Hales Corners, WI
5635 S. New Berlin Rd

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

1.0 ROLL CALL – Present: E. Leonard (Vice Chair), Trustees: P Harycki, D. Ryan, J. Fischer, N. Wilkes, I. Thomson, Assistant Library Director S. Harrison

2.0 CONSENT AGENDA

2.1 Motion (Thomson/Wilkes) moves to approve minutes from 6/25/26 – 4-0-2 (Trustees Ryan and Harycki abstain)

2.2 Motion (Wilkes/Harycki) moves to approve Library Budget Report and Board Fund June 2026 – passes unanimously

2.3 Motion (Wilkes/Harycki) moves to approve Library Payroll 6/6-6/19 & 6/20-7/3, 2026 – passes unanimously

2.4 Next Library Board meeting will be Thursday, August 27, 2026

3.0 COMMITTEE AND LIAISON REPORTS

4.0 DIRECTOR'S REPORT

5.0 AGENDA ITEMS

5.1 Library Assistant Job Description Review
Assistant Director Harrison provided updated job description for current vacant library position of Library Assistant. Previous job description included many tasks that have been moved to current Circulation Supervisor. Verbiage was tweaked, tasks were removed, some tasks were split for ease of flow and understanding. Trustee Harycki asked if there was enough work to warrant the number of hours for this position, as multiple tasks were being removed. Assistant Director Harrison clarified that the position will be hired at a reduction of hours from the previous staff member. Formally a 29 hour per week position, being reduced to 20 hours per week. There was some discussion about changing some of the verbiage regarding a task that was to be removed. AD Harrison agreed. Motion (Fischer/Harycki) moves to approve the library assistant job description including the changes the library board discussed during the meeting – passed unanimously

5.2 Holz Family Grant – Hunt Room AV Equipment Update
Vice Chair Leonard asked his son who owned a company in the A/V industry for 40 years to look over the two proposals. Scott was contacted via a conference call and was able to offer an objective review of both proposals. Scott provided valuable insight including individual components, pro and cons of each proposal but also had questions about both. After the discussion, Scott offered to contact both companies with some of the questions he discussed with the library board and they agreed it would be beneficial to have these questions answered before moving forward with either proposal. Scott agree to make contact and report back prior to the next board meeting. No motion was taken.

5.3 Annual Meeting – Election of Officers
Motion (Wilkes/Leonard) move to nominate J. Fischer as Library Board President – passes unanimously
Motion (Harycki/Thomson) move to nominate E. Leonard as Library Board Vie-President – passes unanimously
Motion (Harycki/Thomson) move to nominate D. Ryan as Treasurer – passes

unanimously
Motion (Harycki/Wilkes) move to nominate P. Harycki as Secretary – passes unanimously

6.0 ADJOURNMENT Motion (Harycki/Ryan) moves to adjourn – passed unanimously

Seth Harrison / (e-signature)
Seth Harrison, Assistant Library Director

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