



December 12, 2016

HALES CORNERS LIBRARY

5885 South 116th Street **W. BEN HUNT CENTER** Hales Corners WI 53130

Telephone (414) 529-6150

NOTICE OF HALES CORNERS LIBRARY BOARD OF TRUSTEES MEETING

The Library Board will meet on **Thursday, December 15, 2016, at 6:30 p.m.** The Library Board will meet in closed session in accordance with §19.85(1)(c) (as noted below) to discuss library director's fourth quarter report and annual evaluation. The meeting will be held in the Hunt Room at 5885 S. 116th Street.

19.85(1)(c) – Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

AGENDA

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES

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|-----|----------------------------|------------|--------|
| 2.1 | Minutes, November 12, 2016 | ATTACHMENT | ACTION |
| 2.2 | Minutes, November 17, 2016 | ATTACHMENT | ACTION |

3.0 GENERAL COMMUNICATION

4.0 COMMITTEE AND LIAISON REPORTS

- 4.1 Building & Grounds Committee: resignation from Dave O'Brien
- 4.2 Finance & Personnel Committee
- 4.3 Friends of the Library Liaison
- 4.4 Legislative Liaison
- 4.5 Whitnall School District Liaison
- 4.6 Village Chamber of Commerce
- 4.7 Village Liaison

5.0 ADMINISTRATIVE AND COMMITTEE REPORTS

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| 5.1 | <u>Financial Reports</u> | ATTACHMENTS | ACTION |
| 5.1.1 | Library budget – financial statement – November 2016 | | |
| 5.1.2 | Library Board Fund – financial statement – November 2016 | | |
| 5.1.3 | 2016 year-end estimate | | INFORMATION |
| 5.2 | <u>2017 Library Budget</u> | ATTACHMENTS | ACTION |
| 5.2.1 | Review plans for 2017 pertaining to the library budget approved by the Village board at the November 16 meeting | | |
| 5.2.2 | Set 2017 library hours of service and holiday closings | | |

Note: Issues that require public input or for which citizens are present will receive priority on the agenda. If you are a disabled individual who requires special services, please notify the Library Director in advance of the meeting.

- 5.3 Memorandum of Understanding ATTACHMENT ACTION
Preliminary review of Memorandum of Understanding (MOU) between Hales Corners Library, Whitnall School District and Milwaukee County Federated Library System in relation to the virtual library card program
- 5.4 Community Meeting Room – Policy ATTACHMENT ACTION
Review proposed change regarding the use of alcoholic beverages.

6.0 INFORMATIONAL ITEMS

- 6.1 Administrative Reports
- 6.1.1 Personnel report: desk clerk, library intern
 - 6.1.2 Meetings: Library Directors' Advisory Council (Nov/Dec), MCFLS Board (Nov/Dec)

7.0 ADJOURN TO CLOSED SESSION AS NOTICED

- 7.1 Reconvene in Open Session
- 7.2 Action on items considered in Closed Session

8.0 NEXT MEETING DATE: Thursday, January 26, 2017 (4th Thursday)

9.0 ADJOURNMENT

Patricia Laughlin (e-signature)
Patricia Laughlin, Library Director

cc: Library Board, Library Director, Library Staff, Library Bulletin Board, Village Board, Village Administrator, Village Hall Bulletin Board, Press

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