



HALES CORNERS LIBRARY

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

Telephone (414) 529-6150

HALES CORNERS LIBRARY FINANCE & PERSONNEL COMMITTEE Thursday, September 24, 2020 – 5:30 PM Meeting Notice / Agenda

Notice is hereby given that the Finance & Personnel Committee will meet at the above date and time, at the W. Ben Hunt Center (5885 S. 116th Street). This meeting will be held online using GoToMeeting room software.

Public Meeting URL: <https://global.gotomeeting.com/join/543965053>
or dial in using your phone: 1(872) 240-3412 Access Code: 543-965-053

1.0 ROLL CALL

2.0 PUBLIC COMMENT

3.0 AGENDA ITEMS

- 3.1 Minutes, August 27, 2020 – ACTION
- 3.2 Library budget report with monthly income/expense details – August – ACTION
- 3.3 Library payroll (#19, #20) – ACTION
- 3.4 Library Board Fund – August – ACTION
- 3.5 Private donations (\$43.58): presentation by Tiffany Kupsik, manager at Associated Bank (Hales Corners), acknowledgement letters
- 3.6 Next meeting date: Thursday, October 22, 2020 (4th Thursday)

4.0 ADJOURNMENT

Patricia Laughlin (e-signature)
Patricia Laughlin, Library Director
September 18, 2020

Finance & Personnel Committee: Lindy Hertel (Chair), MaryAnn Lindberg, Beth Ludwig
Ex officio: Patricia Laughlin

Distribution: Library Board, Library Director, Library staff, Village Administrator, Press, Tiffany Kupsik
Post: Library Bulletin board, Village Hall Bulletin Board, Fire Department Bulletin board

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.

The meeting was called to order at 5:32 p.m. by Chair Hertel.

1.0 ROLL CALL – Present: L. Hertel, M. Lindberg and B. Ludwig. Director P. Laughlin.
Audience: David Lindberg, Hales Corners resident

2.0 AGENDA ITEM

- 2.1 Minutes of the January 23, 2020 meeting were reviewed. A motion was made and seconded (Lindberg/Ludwig) to approve the minutes as presented; motion passed unanimously.
- 2.2 Minutes of the February 27, 2020 meeting were reviewed. A motion was made and seconded (Ludwig/Hertel) to approve the minutes as presented; motion passed unanimously.
- 2.3 Committee reviewed the Library budget report with income/expense details for July 2020. 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.
- 2.4 Committee reviewed Library payroll (#16, #17, and #18). After a brief discussion, a motion was made and seconded (Lindberg/Hertel) to recommend to the full Board acceptance of the payroll expenses; motion passed unanimously.
- 2.5 Committee reviewed the Library Board Funds for July 2020. After a brief discussion it was moved and seconded (Hertel/Lindberg) to recommend to the full Board acceptance of the identified income and payment of bills; motion passed unanimously.
- 2.6 Job descriptions: Youth Services Librarian changes include addition of supervisory responsibilities for the seasonal page position. Seasonal Page position changes include changing the reports to section to Youth Services Librarian, completing timesheet on time, and under equipment the iPad. After a brief discussion, there was a motion and a second (Ludwig/Lindberg) to recommend approval of these changes to the full Board; motion passed unanimously.
- 2.7 Trustee Essentials #5 – Hiring a Library Director. This item came up during review of the Library Employee Handbook and the Library Board gave the project to the Finance & Personnel Committee. The Department of Public Instruction Public Library Development Team publishes a series of Trustee Essentials as a way of providing instruction and information to Library Boards. The Committee reviewed this particular Trustee Essential noting the section on steps to follow when hiring a director. This item will not be added to the Library Employee Handbook.
- 2.8 Private donations: David Lindberg joined the committee to provide some insights into handling donations for the library building expansion project and getting the best interest returns when funds are used for projects. The Committee also reviewed §43.58 – Powers and duties of the Library Board for handling private donations, a list of options and sample acknowledgement letters for a donor and for a family when a memorial is received. Mr. Lindberg described three types of funding: operating, special projects and endowment. He suggested the Committee and the Board will want to protect donations from investment loses (especially during volatile times such as now). After some discussion, the Committee agreed that having a representative from Associated Bank (where the Library Board has accounts) come to the September meeting and talk about their services would be

helpful. The Committee made suggestions for revisions to the acknowledgement letters.

2.9 Next meeting date: Thursday, September 24, 2020 (4th Thursday)

3.0 ADJOURNMENT: Motion was made and seconded (Lindberg/Ludwig) to adjourn at 6:25 pm; motion passed unanimously.

Patricia Laughlin/ (e-signature)

Patricia Laughlin, Acting Secretary

Finance & Personnel Committee: Lindy Hertel (Chair), MaryAnn Lindberg, Beth Ludwig
Ex officio: Patricia Laughlin

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