

The meeting was called to order at 6:34pm by Chair Lindberg.

1.0 ROLL CALL- Present: Chair M. Lindberg, Trustees: C. D'Acquisto, B. Ludwig, and P. Waldoch. Director P. Laughlin, Village Liaison L. Bergan. Absent: L. Hertel, M. Hug, and C. Rogall. Audience: none

2.0 GENERAL COMMUNICATION

- 2.1 Thank you note from former staff member Kathy Licau received.
- 2.2 Correspondence from Maria Meyers regarding leftover children's and young adult books from library book sale that are placed in the Vel R. Phillips Juvenile Justice Center waiting rooms.

3.0 COMMITTEE & LIAISON REPORTS

- 3.1 Library Building Program: Study Committee meeting next Thursday (5/30/19)
 - 3.1.1 Ms. Laughlin reviewed funding plan to date. Two certificates of deposit are up for renewal. These funds can be added to the Library Board's funding plan with an estimated total of \$12,500 for the preliminary architectural and engineering study. Request to the HC Chamber Board will be discussed at their meeting on June 19th. Requests to other community groups will follow. Ms. Bergan provided information on when the HC Lions Club Board meets.
- 3.2 Building & Grounds Committee: agenda item 4.5
- 3.3 Finance & Personnel Committee: Mrs. Lindberg reported the committee continues working on the Library Employee Handbook.
- 3.4 Friends of the Library Liaison: No report
- 3.5 Legislative Liaison: No report.
- 3.6 Whitnall School District Liaison: Mr. D'Acquisto reported building reconstruction and renovation is happening now and over the summer. Finishing up the school year with concerts and fun activities. Excited about upcoming library promotion at the school. Solid turnout for the May Family night. High school genealogy class is visiting the library to use Ancestry Library for class projects.
- 3.7 Village Chamber of Commerce: no report
- 3.8 Village Liaison: Ms. Bergan reported expressway exit to Hwy 100 is open now. Estimated completion for Hwy 100 construction is November 2019. Village garage building is down and area is cleared.

4.0 AGENDA ITEM

- 4.1 Minutes of the April 25, 2019 meeting are carried over to next monthly meeting.
- 4.2 The Board reviewed the Library budget report for April 2019. There was a motion was made and seconded (D'Acquisto/Waldoch) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
- 4.3 The Board reviewed the Library Board Funds for April 2019. There was a motion and a second (Ludwig/Waldoch) to accept the Library Board Fund report; motion passed unanimously.

- 4.4 Library Board Bylaws: Ms. Laughlin explained the change in holding the annual meeting in July, after Village Board action on reappointments. Trustees reviewed proposed revisions to the bylaws. After a brief discussion, there was a motion and a second (Waldoch/Ludwig) to send the draft of Library Bylaws to the Village Board, prior to sending to the Village Attorney; motion passed unanimously.
- 4.5 Library Building & Grounds Committee: Board reviewed committee profile and discussed appointment of a library trustee to attend these meetings as liaison. After some discussion, Pat Waldoch volunteered to be the liaison. A motion was made and seconded (D'Acquisto/Ludwig) to approve Ms. Waldoch as the liaison to this committee; motion passed unanimously.
- 4.6 Certificates of Deposit: Library Board reviewed proposal to cash in two certificates of deposit. One CD is available this month; the second CD is available in May 2020. After some discussion, a motion was made and seconded (Waldoch/D'Acquisto) to cash in the CD that matured 5/19/2019 and move this money to the Library Board's unrestricted funds; motion passed unanimously. Discussion and action on the second CD will take place next year.
- 4.7 Accessibility:
 - 4.7.1 Ms. Laughlin reviewed Trustee Essentials that cover accessibility issues for public libraries from the WI Department of Public Instruction. She suggested these documents be reviewed by the Library Board at upcoming meetings as a way of becoming more familiar with ADA compliance issues and ways the library can be more accessible. There was agreement to add discussion on these topics to upcoming meeting agendas.
 - 4.7.2 Library Board reviewed suggestions from LuAnn Bird, Hales Corners resident, for providing more information about accessibility for library programs and services and to provide a sign that indicates handicap parking is available when the lower level parking lot is being managed for an event. Language that is used with some programs has been added to the summer programs brochure and will be used more consistently. Plans to add accessibility information to the library's website is being worked on.
- 4.8 Projects-update: Ms. Laughlin reported on the parking lot signs. All work by the HC Police Chief, Village Administrator and Village Board is complete. Landscaping -west hill area is in the works. Letter to the patron regarding damaged material was sent. An anonymous donor paid for a replacement copy. The damaged material was placed back into active circulation, with damage noted, because of the high demand on that item.
- 4.9 Training for Library Board, library staff, building tenants: Saturday 6/22/19, starting at 8:30 am- Active shooter and security training; trustees encouraged to attend.
- 4.10 Personnel report: Ms. Laughlin reported on the three open positions: youth services librarian: 8 applicants with 3-4 to be interviewed. The desk clerk position: 7 applicants, 6 were tested, top finalists to be invited back for an interview. Summer page position: 4 applicants, 3 were tested, top finalists to be invited back for an interview.
- 4.11 Summer Reading Programs & Clubs: Trustees received the brochure. Printing was done (without charge) by Minuteman Press. Other community partners include Culver's of Hales Corners, Cousins, all area schools, private donors and the Friends of the Library.
- 4.12 Meetings: Library Directors Advisory Council did not meet in May, next meeting is 6/6/2019. MCFLS Board (5/20/2019 meeting), agenda items included adopted Strategic Plan for 2020 through 2024. Four key areas from the plan: technology, communication, member library management and services support, and

Organizational support and structure. The use of funds for paying reciprocal borrowing service will be discussed as well.

4.13 Next meeting date: Thursday, June 27, 2019 (4th Thursday)

5.0 **ADJOURNMENT:** Motion made and seconded (Ludwig/Waldoch) to adjourn at 7:54 p.m. at
Motion passed unanimously.

Beth Ludwig (e-signature)
Beth Ludwig, Secretary

Distribution: Library Board, library Director. Library staff, Village Administrator, Village Board,
MCFLS Post: library Bulletin Board, Village Hall Bulletin Board, Fire Department

