

The meeting was called to order at 6:35pm by Chair Lindberg.

1.0 ROLL CALL- Present: Acting Chair C. Rogall, Trustees: L. Hertel, B. Ludwig, and P. Waldoch. Director P. Laughlin. Absent: C. D'Acquisto, M. Hug, M. Lindberg and Village Liaison L. Bergan. Audience: Al Strekow, HC Historical Society

2.0 GENERAL COMMUNICATION- none

3.0 COMMITTEE & LIAISON REPORTS

3.1 Library Building Program: Study Committee

3.1.1 Ms. Laughlin reviewed funding plan to date. One certificate of deposit was cashed and funds added to unrestricted. On June 19th, the HC Chamber Board approved a pledge of \$2,000 towards the architectural and engineering study project.

3.2 Building & Grounds Committee: no report

3.3 Finance & Personnel Committee: Mrs. Hertel reported the committee continues working on the Library Employee Handbook.

3.4 Friends of the Library Liaison: next meeting Thursday 7/11/19

3.5 Legislative Liaison: No report.

3.6 Whitnall School District Liaison: Ms. Laughlin reported On two events

3.6.1 Family Night (5/10/19) – 77 attendees, 67 items checked out by 17 patrons, and 5 library cards renewed

3.6.2 Library Card/Summer Reading Clubs (6/6/19)- 221 attendees between 3 and 7 pm, 77 reading club sign-ups, 268 items checked out by 52 patrons, 16 new library cards, 10 library card renewals, and \$38.50 in fines collected

3.7 Village Chamber of Commerce: covered in 3.1

3.8 Village Liaison: no report

4.0 AGENDA ITEM

4.1 Minutes of the April 25, 2019 meeting were reviewed. A motion was made and seconded (Ludwig/Waldoch) to approve the minutes as presented; motion passed unanimously.

4.2 Minutes of the May 23, 2019 meeting were reviewed. A motion was made and seconded (Ludwig/Waldoch) to approve the minutes as presented; motion passed unanimously.

4.3 The Board reviewed the Library budget report for May 2019. There was a motion made and seconded (Hertel/Ludwig) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.

4.4 The Board reviewed the payroll reports #13 and #14. Ms. Laughlin explained why the payroll reports are now added to the financial reports. After a brief discussion, there was a motion and a second (Waldoch/Hertel) to accept the payroll reports as presented; motion passed unanimously.

4.5 The Board reviewed the Library Board Funds for May 2019. There was a motion and a second (Hertel/Ludwig) to accept the Library Board Fund report; motion

- passed unanimously.
- 4.6 Library Board- reappointments: four trustees were reappointed with terms ending June 30, 2022.
- 4.7 Library Board Bylaws: The Board reviewed the final, edited version. Ms. Laughlin noted the Bylaws were reviewed by the Village Board (COW meeting 6/3/19); there was no discussion and no suggested changes. Ms. Laughlin noted the addition suggested by Village Attorney Wesolowski. After a brief discussion, there was a motion and a second (Waldoch/Hertel) to approve the Bylaws as revised; motion passed unanimously.
- 4.8 Priscilla W. Riebs Memorial: Recent correspondence with the Riebs family was reviewed. Revisions suggested by the Riebs family were discussed. The family suggested using \$500 for collection development, instead of for an outdoor seating area. Ms. Laughlin noted the \$500 set aside for prairie restoration and suggested that the \$500 set aside for the outdoor seating be split so that \$250 was used for collection development, and the remaining \$250 added to the prairie restoration project. Priscilla Riebs spearheaded the prairie being planted and since 1986 has been a unique feature for the Village and complimented the Hunt Cabin. When it is time to restore the prairie, having \$750 to go towards that project will be needed and much appreciated. After a brief discussion, a motion was made and seconded (Hertel/Ludwig) to approve the changes as discussed; motion passed unanimously.
- 4.9 HC Historical Society- Request to close library on Tuesday, October 1, 2019 at 4:00 p.m. and to serve wine and beer at the event: Mr. Strekow explained how the Historical Society has focused on programs featuring local businesses and ties to the community. The event on October 1st will celebrate the 50th Anniversary of Ann's Italian Restaurant. It is expected that between 150-175 people will attend. The request to close the library would make it easier to manage parking and attendees. Ms. Laughlin reported on how closing the library would impact staff (loss of income) and impact library patrons (loss of service). Statistics on people count and items checked out on Tuesdays in October were provided.
- There was a lengthy discussion on ways to address the Historical Society's concerns with parking and attendees. Suggestions included posting signs at the top of the indoor stairway indicating there was a private event taking place downstairs. A greeter at the library entrance could direct event attendees to the lower level. For parking, the plan, according to Mr. Strekow, is to have valet parking from the lot next to HC Pool along with very limited on-site parking. The south-facing section of the upper level parking lot could be designated for the private event while the north-facing parking spots available for library patrons. The lower level parking lot would be designated for the private event. The Historical Society would be responsible for managing the parking lot areas. After this discussion, a motion was made and seconded (Waldoch/Hertel) to keep the Library open, and for that evening, designate parking for the private event and designate parking for Library patrons; motion passed unanimously. Ms. Laughlin will provide a map of the parking lots indicating the designated areas for the private event.
- For the request to serve wine and beer on Library premises during the event, a motion made and seconded (Hertel/Ludwig) to allow the serving of alcohol for this event with the necessary licenses and permits from the Village; motion passed unanimously.
- 4.10 Certificates of Deposit: Certificate was cashed and \$4,562 deposited into unrestricted funds, with the intent of using for the architectural and engineering study.
- 4.11 Projects- update: Ms. Laughlin reported the parking lot signs are on order, DPW

will be doing installation, and cost will be under \$500. West hill and south area landscaping is complete. New grass is coming in nicely. DPW may mow once this season. The plan is to mow this area about twice during the warm weather months.

- 4.12 Trustee Training Week: August 12-16, 2019 information was reviewed. Trustees are encouraged to watch these webinars. Ms. Laughlin will provide a report at the August 22nd meeting.
- 4.13 Security Training (6/22/19): 19 attendees including Health Department staff, Historical Society volunteers, and library staff. Presentation on active shooter possible responses and tour of the building.
- 4.14 Personnel report: Ms. Laughlin reported on tomorrow's second interviews for youth services librarian, desk clerk position was reposted, and Ms. Laughlin will be on vacation July 1st.
- 4.15 2019 Book Squad Volunteers: Thank you to the 9 volunteers and their families.
- 4.16 Summer Reading Programs & Clubs: Ms. Laughlin reviewed statistics on programs and reading clubs to date. Support is provided by private donations, a grant from the Greater Milwaukee Foundation, and Friends of the Hales Corners Library.
- 4.17 Meetings: Library Directors Advisory Council (6/6/2019 meeting), agenda items included: MCFLS agreements coming up for renewal, marketing plans and library systems collaboration. MCFLS Board (6/17/2019 meeting), agenda items included marking plan, 2020 computer maintenance costs.
- 4.18 2019 pay plan for Youth Services Librarian and Library Director's 2nd quarterly report:
Motion made and seconded (Ludwig/Hertel) at 7:40 pm for the Library Board to enter into closed session pursuant to Wisconsin Statutes §19.85(1)(c), as is required for considering the employment, promotion, compensation or performance evaluation data for the Library Director, Circulation Supervisor, Youth services Librarian, Adult Services Librarian/Assistant Director, Library Assistant, Desk Clerks, Pages-Shelvers, Interns, Seasonal Pages, Substitute Librarians, and substitute Desk Clerks over which the governmental body has jurisdiction or exercises responsibility, to discuss the compensation and evaluation for specific individual employees. Roll Call Vote: Ayes: Hertel, Ludwig, Rogall, and Waldoch. Nays: none. Library Board convened into closed session at 7:40 pm. Motion (Hertel /Ludwig) to re-enter open session at 8:14pm. Roll Call: Ayes: Hertel, Ludwig, and Waldoch. Nays: none.
Action: Motion to adopt revised pay plan for youth services librarian with experience was made and seconded (Ludwig/Hertel); motion passed unanimously.
- 4.19 Next meeting date: Thursday, July 25, 2019 (4th Thursday)

- 5.0 **ADJOURNMENT:** Motion made and seconded (Waldoch/Hertel) to adjourn at 8:16p.m.; 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

