

The meeting was called to order at 6:30 pm by Chair Lindberg.

1.0 ROLL CALL – Present: Chair M. Lindberg, Trustees: C. D'Acquisto, L. Hertel, M. Hug, B. Ludwig, C. Rogall, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Audience: Eric Branske, Assistant Library Director, Megan Lohrenz, Youth Services Librarian, Samantha Spottek, Library Intern, and Steve Heser, MCFLS Director

2.0 INTRODUCTIONS & COMMENDATION

- 2.1 Mrs. Lindberg introduced Youth Services Librarian Megan Lohrenz and asked her about her job experience and program plans. Megan passed around an example of a sensory bowl, showing one of the activities she'll be using for the baby story times stay & play sessions, and talked about her upcoming fall programs. Trustees had copies of the Fall program flyers, asked questions and gave her a warm welcome.
- 2.2 Mrs. Lindberg introduced Library Intern Samantha Spottek and thanked her for managing the summer programs, reading clubs and finishing up the spring programs. A letter of commendation was signed by Mrs. Lindberg for Ms. Spottek, with a copy being placed in Ms. Spottek's personnel file. Trustees thanked Ms. Spottek for all that she has done for the library.

3.0 ANNUAL MEETING

- 3.1 Election of Officers 2019-2020: Mrs. Lindberg reviewed the slate of officers. There was a brief discussion. A motion was made and seconded (Hertel/Hug) to elect Chris D'Acquisto as President, Crystal Rogall as Vice President, Lindy Hertel as Treasurer and Pat Waldoch as Secretary; motion passed unanimously.
- 3.2 Schedule of meetings for 2019-2020: There was a motion and a second (Lindberg/Ludwig) to approve the schedule of meetings for 2019-2020; motion passed unanimously.
- 3.3 2018 community annual report: Eric Branske reviewed the report, explaining statistics for each section. After a lengthy discussion, with suggestions for future reports and promotion of the 2018 report, there was a motion and a second (Lindberg/Rogall) to approve the report as presented and discussed; motion passed unanimously.

4.0 GENERAL COMMUNICATION

- 4.1 A thank you note from the Paul Brantman family was received.

5.0 COMMITTEE & LIAISON REPORTS

- 5.1 Library Building Program: Study Committee
 - 5.1.1 Ms. Laughlin reviewed funding plan to date. On Thursday, July 11, 2019, the Friends of the Library Board approved a pledge of \$2,000 towards the architectural and engineering study project. Village Administrator confirmed a balance of \$1,500 in the Library Building Fund. Ms. Laughlin and Al Strekow, from the Library Study Committee, gave a presentation to

the Whitnall Park Rotary Club on Tuesday, August 13, 2019. The Club will consider a contribution to the project. At this time, there is a balance of \$20,000 in private funding towards this project. The goal is \$25,000 or 50% of the estimated cost. Mr. Hug reported on his meeting with a contact from CG Schmidt. A preliminary planning schedule developed by his contact provides a realistic timeline for design, approval, fundraising and construction components.

- 5.2 Building & Grounds Committee: meeting set for Thursday, September 12 to start work on the outdoor sign project, lower level field area.
- 5.3 Finance & Personnel Committee: agenda items 6.2, 6.3, 6.4, and 6.11
- 5.4 Friends of the Library Liaison: Mrs. Hertel reported on the FOL Board meeting (7/11). FOL Annual Meeting is scheduled for Tuesday, September 24th.
- 5.5 Legislative Liaison:
 - 5.5.1 Board received communication from Connie Meyer, Director of the Bridges Library System, on the 2019-2021 State Budget and funding for library systems.
- 5.6 Whitnall School District Liaison: Mr. D'Acquisto reported today was teachers' first day back. Next week Transition Day will welcome the new students coming into each school. *The All In Drop In* on Wednesday August 28th starts at HC Elementary for a ribbon cutting and reveal of new learning spaces, with tour at all four schools to see renovations and changes. HC Elementary main entrance and mailing address is now on Janesville Road.
- 5.7 Village Chamber of Commerce: Ms. Laughlin reported on the Board meeting (7/17). Festival Foods plans to open early in November; recent meeting with representatives showed support for community, including the library.
- 5.8 Village Liaison: Ms. Bergan reported on Hwy 100 construction, paving on S. 113th Street, construction of the new DPW garage, and changes at the Sendik's Fresh 2Go.

6.0 AGENDA ITEM

- 6.1 Minutes of the June 27, 2019 meeting were reviewed. A motion was made and seconded (Ludwig/Waldoch) to approve the minutes as presented; motion passed unanimously.
- 6.2 The Board reviewed the Library budget report for July 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.
- 6.3 The Board reviewed the payroll reports #15, #16, #17 and #18. After a brief discussion, there was a motion and a second (Lindberg/Hug) to accept the payroll reports as presented; motion passed unanimously.
- 6.4 The Board reviewed the Library Board Funds for July 2019. There was a motion and a second (Lindberg/Ludwig) to accept the Library Board Fund report; motion passed unanimously.
- 6.5 2020 library budget proposal (distributed at meeting): Ms. Laughlin reviewed the proposed 2020 goals and reported on 2019 goals. Trustees reviewed budget details for personnel, operating, and revenue. Ms. Laughlin reviewed equipment replacement plan and one project, at this time, for capital improvement. Some information in the budget proposal will change depending on ongoing discussions with MCFLS, proposal to be received from Bluemel's, and staff work. After some discussion, a motion was made and seconded (Hertel/Ludwig) to approve the budget as discussed; motion passed unanimously.
- 6.6 2018 Budget – Final Report: Ms. Laughlin reviewed the budget noting overage in

personnel expenses. In preparing the 2020 budget, Ms. Laughlin reviewed hours for part-time employees to better manage coverage for vacation and sick leave. The library returned \$1,961 to the Village General Fund. After some discussion, there was a motion and a second (Rogall/Hug) to accept the 2018 budget final report as presented; motion passed unanimously.

- 6.7 2018 State Annual Report: HC Library non-compliance: MCFLS Director, Steve Hesel, reviewed the letter from Department of Public Instruction (DPI) requesting MCFLS to create a plan that ensures Hales Corners will submit their annual report before the statutory deadline of March 1st. Hales Corners Library submitted the 2018 State Annual Report after the March 1st deadline because the Village Board did not adopt the 2019 salary budget until March 11, 2019. Mr. Hesel distributed a plan that was submitted by the Appleton Public Library that could be used as a template. Mr. Hesel also noted that the plan does not necessarily need to be approved by the Library Board prior to being submitted to MCFLS; the plan can be drafted by the library director and submitted to MCFLS for their review. The final plan can then come back to the Library Board. The Hales Corners Library plan needs to be submitted to Mr. Hesel by September 6th and will be reviewed by the MCFLS Board at their September 16th meeting. Ms. Laughlin will work with Mr. Hesel on creating the plan. After some discussion, including informing the Village Administrator and Village Board of this matter, there was a motion and a second (Lindberg/Hug) to address the compliance issue as discussed; motion passed unanimously.
- 6.8 Friends of the Library – request to serve wine at annual meeting & Potluck (9/24/2019): After a brief discussion, there was a motion and a second (Rogall/Hug) to approve the request with the necessary permit; motion passed unanimously.
- 6.9 Library program Beer & Bites (10/30/19) – request to serve beer at this program. After a brief discussion, there was a motion and a second (Lindberg/Rogall) to approve the request; motion passed unanimously. Temporary Class B permit has been submitted.
- 6.10 One-time bonus for library employee, Sam Spottek: Ms. Laughlin presented information for a \$500 bonus in recognition of the work that Ms. Spottek did since April covering and managing youth programs, summer reading programs and summer reading clubs. After a brief discussion, a motion was made and seconded (Hug/Rogall) to approve as presented; motion passed unanimously.
- 6.11 Library Employee Handbook (distributed at the meeting): Ms. Laughlin and Mrs. Hertel reviewed process for developing the handbook; trustees are asked to review the document for discussion at the September meeting.
- 6.12 Summer Reading Programs & Clubs: Ms. Laughlin reported strong program attendance and 692 registrations for reading clubs. Reports to area schools are pending.
- 6.13 Projects – update: Ms. Laughlin reported annual cleaning projects are getting done, including cleaning carpet areas, hard floors, upholstered furniture, and windows. The parking lot signs project is moving forward. Signs are ready for installation. DPW is working on the wood posts. The HC Police Department will be notified when the signs are installed so they can start patrolling the lots and notifying car owners to use the parking lot next to the pool if they are not using the library or Hunt Center.
- 6.14 Personnel report: Ms. Laughlin reported the new youth services librarian, Megan Lohrenz started on Monday (7/29), library was closed on Tuesday, July 2nd starting at 5:30 pm due to a power outage. The library opened as usual the next morning.

Ms. Laughlin will be on vacation 9/27 through 10/7.

6.15 Meetings:

6.15.1 Library Directors Advisory Council (8/1/2019): agenda items included MCFLS agreements and proposed changes to funding strategy, 2020-2024 ILS, Resource Sharing and Technology agreements, and new CountyCat Mobile with Communico.

6.15.2 MCFLS Board (7/15/2019 and 8/19/19 meetings), agenda items included changing the provider for CountyCat Mobile App, Compliance Plan for DPI for submitting the State Annual Reports by March 1st deadline and MCFLS Marketing Initiatives.

6.16 Next meeting date: Thursday, September 26, 2019 (4th Thursday)

7.0 ADJOURNMENT: Motion made and seconded (Ludwig/Lindberg) to adjourn at 8:39 p.m.; motion passed unanimously.

Patricia Waldoch (e-signature)

Patricia Waldoch, Secretary

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