



## HALES CORNERS LIBRARY

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

Telephone (414) 528-6150

### HALES CORNERS LIBRARY BOARD OF TRUSTEES Thursday, September 24, 2020 – 6:30 PM Meeting Notice / Agenda

Notice is hereby given that the Library Board will meet at the above date and time, at the W. Ben Hunt Center (5885 S. 116<sup>th</sup> Street). This meeting will be held online using GoToMeeting room software.

Public Meeting URL: <https://global.gotomeeting.com/join/624428557>  
or dial in using your phone: 1(571) 317-3112 Access Code: 624-428-557

- 1.0 ROLL CALL**
- 2.0 PUBLIC COMMUNICATION**
- 3.0 COMMITTEE & LIAISON REPORTS**
  - 3.1 Library Building Program: Study Committee
  - 3.2 Finance & Personnel Committee
  - 3.3 Friends of the Library Liaison
  - 3.4 Whitnall School District Liaison
    - 3.4.1 Library Board appointment: update
  - 3.5 Village Chamber of Commerce
  - 3.6 Village Liaison
- 4.0 AGENDA ITEMS**
  - 4.1 Minutes, August 27, 2020 – ACTION
  - 4.2 Library budget report with monthly income/expense details – August – ACTION
  - 4.3 Library payroll (#19 #20) – ACTION
  - 4.4 Library Board Fund – August – ACTION
  - 4.5 2021 library budget: update, (budget changes will be distributed at meeting) – ACTION
  - 4.6 Library Board Bylaws – ACTION
  - 4.7 Library Building Program
    - 4.7.1 Construction Management and Architectural & Engineering Study (proposals distributed at meeting)
    - 4.7.2 Talking points for library website, stakeholders, community: review
  - 4.8 Virtual Cards with Whitnall School District – Memorandum of Understanding: update
  - 4.9 Library Privacy Policy: review
  - 4.10 ~~Wright-Family-Bequest: update~~
  - 4.11 MCFLS CARES Act grant: update
  - 4.12 Routes to Recovery grant: update
  - 4.13 Hales Corners Library – community meeting rooms: report, library website
  - 4.14 September-October programs: report
  - 4.15 Coronavirus Response – MCFLS System

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.

- 4.16 Trustee Training Week 8/24 to 8/28 webinars: sharing
- 4.17 Personnel report: updates
- 4.18 Next meeting date: Thursday, October 22, 2020 (4<sup>th</sup> Thursday)
- 4.19 Library director's 3<sup>rd</sup> quarter report.

The Library Board may 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 over which the governmental body has jurisdiction or exercises responsibility, and to re-enter open session at the same place thereafter to act on such matters as discussed therein as it deems appropriate. (Closed session meeting will be held online using GoToMeeting room software with a passcode required to participate. The public will not be provided the passcode. The Board will reconvene in open session to adjourn.)

## 5.0 ADJOURNMENT

Patricia Laughlin (e-signature)

Patricia Laughlin, Library Director  
September 18, 2020

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

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The meeting was called to order at 6:32 pm by Chair Lindberg.

- 1.0 ROLL CALL** - Present: M. Lindberg (Chair) Trustees: P. Harycki (arrived at 6:45 pm), L. Hertel, E. Leonard, B. Ludwig and C. Rogall. Director P. Laughlin. Village Liaison L. Bergan. Audience: Assistant Library Director E. Branske, Youth Services Librarian M. Lohrenz
- 2.0 PUBLIC COMMUNICATION** – none
- 3.0 COMMITTEE & LIAISON REPORTS**
  - 3.1 Library Building Program: Study Committee: next meeting is Thursday 9/17 starting at 5:30 pm
  - 3.2 Finance & Personnel Committee: agenda items below.
  - 3.3 Friends of the Library Liaison: next meeting is Wednesday 9/2 starting at 5:30 pm
  - 3.4 Whitnall School District Liaison: no report
  - 3.5 Village Chamber of Commerce: Ms. Laughlin reported Chamber Board met 8/19. New members include Lawson House on Forest Home Avenue and Teriyaki Madness open in October with a ribbon cutting.
  - 3.6 Village Liaison: Ms. Bergan reported on plaques that will be placed at Village Hall commemorating elected officials, Clifford's Supper Club patio area, DPW garage, Forest Ridge Senior Apartments addition, roads repaving projects, and Village contract for trash pick-up service.
- 4.0 AGENDA ITEM**
  - 4.1 Minutes of the July 23, 2020 meeting were reviewed. A motion was made and seconded (Ludwig/Hertel) to approve the minutes as presented; motion passed unanimously.
  - 4.2 The Board reviewed the Library budget report for July 2020. There was a motion and a second (Hertel/Leonard) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.
  - 4.3 The Board reviewed the payroll reports #16, #17 and #18. After a brief discussion, there was a motion and a second (Rogall/Leonard) to approve the payroll reports as presented; motion passed unanimously.
  - 4.4 The Board reviewed the Library Board Funds for July 2020. After a brief discussion, there was a motion and a second (Rogall/Hertel) to accept the Library Board Fund report as discussed; motion passed unanimously.
  - 4.5 Library Building Program: Architectural & Engineering Study
    - 4.5.1 Ms. Laughlin reviewed the Alice Hain Memorial Fund and the ongoing contributions from her son. After a brief discussion, there was a motion and a second (Rogall/Ludwig) to approve using \$1,000 from the fund for the architectural & engineering study; motion passed unanimously. The balance of the fund will be moved to the 100 Women Challenge for the building program when it reaches \$1,000.
    - 4.5.2 Community commitments: Ms. Laughlin reported on communication with Community groups and that pledges were coming in for the architectural & engineering study. Ms. Harycki reported the Hales Corners Lions Club membership did not approve the \$500 commitment that had been approved

- by the Lions Club Board in November 2019.
- 4.6 2021 library budget proposal: Ms. Laughlin noted Village departments were asked to develop their 2021 budgets with a 0% increase because of the negative impact of COVID19. The library's 2021 budget plan is at 0% compared to 2020 approved budget. The revenue budget is based on reduced revenues in 2020 due to impact of COVID19; however, the library expects revenue to be higher than budget as service levels continue to return. Ms. Laughlin reviewed the goals for revenue, personnel, operating, equipment replacement and capital projects. Ms. Laughlin noted some number may change as final information is provided by MCFLS and other contractors. Year-end estimates for 2020 will also change. After some discussion, there was a motion and a second (Harycki/Rogall) to approve the budget proposal as discussed; motion passed unanimously.
  - 4.7 Job descriptions: Youth Services Librarian and Seasonal Page: Ms. Hertel reported on recommendation from the Finance & Personnel Committee to approve the changes as noted. After a brief discussion, there was a motion and a second (Hertel/Harycki) to approve the changes as recommended; motion passed unanimously.
  - 4.8 Library Board Bylaws: Ms. Laughlin reviewed the proposed changes that would add telephone conference calls for library trustees and the spokesperson responsibilities to the Library Board President duties. After a brief discussion, there was a motion and a second to send the draft bylaws to the Village Attorney for review (Hertel/Rogall); motion passed unanimously.
  - 4.9 Wright Family Bequest: Ms. Laughlin reported on a virtual meeting with Wright family members and Mark Maurice, Greater Milwaukee Foundation, at the end of July. Wright family members were looking for assurance their donation would be used as requested for the library building projects. Ms. Laughlin provided copies of the library facility study, the case study for building expansion, presentation to community groups and Village Board, and links to newspaper articles about the expansion plans.
  - 4.10 MCFLS CARES Act grant: MCFLS is still waiting to hear approval for funding of this grant.
  - 4.11 Routes to Recovery grant: The Village is submitting this grant. Library expenses will include COVID19 expenses and two book trucks used for quarantine of library materials. Wages for time when library was closed will not be included.
  - 4.12 Hales Corners Library open: Mr. Branske reviewed statistics covering people count, circulation, Wifi use, paging slips, computer use and reference questions from 8/1 through 8/25. Some areas of library service continue to be busier compared to the same time period last year such as paging slips (10% increase) and reference questions (10% increase) with patrons working on job searches and unemployment claims. Ms. Laughlin reported community meeting rooms will be open starting in September. The HC Health Department has provided protocols for the groups to follow while using the rooms.
  - 4.13 Youth Services Librarian Megan Lohrenz report on the summer reading clubs, with 374 participants reading 248,246 minutes. Statistics were by age groups and schools. Ms. Lohrenz also reported on the 33 programs (ages 0-18) held in June, July and August with 1,329 program attendees, 222 Take & Make Craft Bags picked up by children and families, and 6 Teen Board posts (ages 12-18)
  - 4.14 Coronavirus Response – Ms. Laughlin reported MCFLS libraries continue to meet weekly with updates and discussions to coordinate services and delivery. Village Dept. Heads are no longer meeting; however the Health Dept. and Police Dept. provide updates on Village cases. There is a Dept. Heads meeting planned for tomorrow.
  - 4.15 Library Trustee Training Week: Ms. Laughlin recommended two webinars from this

week and will send links to trustees.

4.16 Personnel report: Ms. Laughlin reported she will be taking sick leave for minor surgery, Emily Motz will start September 3<sup>rd</sup> as the seasonal page, replacing Sonja Mitrovic who is now attending university.

4.17 Next meeting date: Thursday, September 24, 2020 (4<sup>th</sup> Thursday)

**5.0 ADJOURNMENT:** Motion made and seconded (Harycki/Leonard) to adjourn at 7:52 pm; motion passed unanimously.

*Penny Harycki* (e-signature)

Penny Harycki, Secretary

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

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