Hales Corners Library
Library Board of Trustees – Minutes
Thursday, October 24, 2019

Village of Hales Corners, WI
5885 S. 116th Street

The meeting was called to order at 6:30 pm by Chair D'Acquisto.

1.0 ROLL CALL – Present: Chair C. D'Acquisto, Trustees: L. Hertel, M. Hug, M. Lindberg, B. Ludwig, and P. Waldoch. Director P. Laughlin. Village Liaison L. Bergan. Absent: C. Rogall. Audience: Eric Branske, Assistant Library Director, Dan Besson, Village President, Dan Davis, CG Schmidt Inc.

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. She is talking to the HC Lions Club on Tuesday, November 5th.

3.2 Building & Grounds Committee: November 14th meeting will be rescheduled when a new committee member is appointed.

3.3 Finance & Personnel Committee: agenda items 4.4, 4.5, and 4.6

3.4 Friends of the Library Liaison: Mrs. Hertel reported next meeting is Thursday 12/5.

3.5 Legislative Liaison: no report

3.6 Whitnall School District Liaison: no report.

3.7 Village Chamber of Commerce: Ms. Laughlin reported on member meeting held on Thursday 10/17 featuring the new HC Fire Chief Pete Jaskulski. Next meeting is Tuesday 11/12 at The Bosch.

3.8 Village Liaison: Ms. Bergan reported Hwy 100 project continues to move along. Festival Foods is opening on Friday 11/8. The DPW garage project continues.

4.0 AGENDA ITEM

4.1 Minutes of the September 26, 2019 meeting were reviewed. Correction noted in agenda item 4.17. A motion was made and seconded (Hertel/Lindberg) to approve the minutes as corrected; motion passed unanimously.

4.2 Dan Davis, CG Schmidt Inc.: presented a primer on the design and construction process for a project such as the library renovation project. Presentation included needs for renovation, how a project evolves, terminology and who does what and overview of common construction delivery methods. A planning schedule was included. There was time for questions.

4.3 Greater Milwaukee foundation: follow-up after September presentation. After some discussion, trustees asked that the director contact local banks and ask about their services.

4.4 The Board reviewed the Library budget report for September 2019. There was a motion and a second (Hertel/Lindberg) to approve the Library budget report and payment of all obligations as presented; motion passed unanimously.

4.5 The Board reviewed the payroll reports #21 & #22. After a brief discussion, there was a motion and a second (Hertel/Hug) to accept the payroll reports as presented; motion passed unanimously.

4.6 The Board reviewed the Library Board Funds for September 2019.There was a

motion and a second (Hertel/Ludwig) to accept the Library Board Fund report; motion passed unanimously.

4.7 Reciprocal Borrowing

4.7.1 Service year October 2018 through September 2019: Ms. Laughlin reviewed reciprocal borrowing statistics by community.

4.7.2 2020 Reciprocal Borrowing payment (actual) from West Milwaukee: After a brief discussion, there was a motion and a second (Lindberg/Hertel) to approve the change in 2020 revenue budget with the reciprocal borrowing payment from West Milwaukee; motion passed unanimously.

4.7.3 2021 Reciprocal Borrowing payment (actual) from MCFLS: Ms. Laughlin reported that the MCFLS payment for reciprocal borrowing service for service year October 2018 through September 2019 will be $71,741, paid in February 2021.

4.8 2020 Library Budget

4.8.1 Request for $25,000 for architectural and engineering study: Village President Dan Besson provided copies of the September 25, 2019 meeting where the Library presented their 2020 budget and requested $25,000 as a capital project. Mr. Besson noted the $25,000 request was in the 2020 budget but unfunded at this time. Discussion covered various ways to fund the request including using unspent funds from other projects and using carry over balance in the Library Board Fund. No decisions were made.

4.8.2 Library Board Fund (600-32632): Ms. Laughlin reviewed the revised revenue budget figures for 2019, 2020, and 2021, noting carry over balances at the end of each year. Library Board Fund (600-41632) is used to receive reciprocal borrowing payments. Library Board approves a transfer to the Village General Fund as part of the budget process. Discussion focused on use of the carry over balance for the architectural and engineering study project. This item will be added to the Village COW meeting 11/4 agenda as a report.

4.9 MCFLS ILS, Resource Sharing, and Technology Agreement, 2020-2014: Ms. Laughlin reviewed the agreement, changes that will be taking place, impact on operational costs and impact on reciprocal borrowing revenue. Ms. Laughlin will be giving a presentation at the Village COW meeting 11/4. MCFLS has asked member libraries to return a signed copy of the agreement by November 30th. The agreement will come back to the Library Board for action at their 11/21 meeting.

4.10 MCFLS System Plan 2020: Ms. Laughlin reviewed highlighted sections of the System Plan, noting the MCFLS coordinates services amongst the 15 member libraries and provides services that are best managed on a system-wide level.

4.11 Richard E. Skogg Memorial Fund: Ms. Laughlin reviewed the proposal for use of the Skogg Memorial Fund. As of October 18, 2019, the library has received $560.00. Proposal is to use $260.00 for popular fiction authors and the balance ($300.00) for the architectural and engineering study project. After a short discussion, there was a motion and a second (Ludwig/Hertel) to approve the plan as discussed; motion passed unanimously.

4.12 Projects – update: Library Employee Handbook has gone to Labor Counsel Mary Hubacher for review. Village Attorney Jesse Wesolowski is working on the contract to go along with the 5-year proposal from Bluemel's Garden and Landscape.

4.13 Programs: Due to smaller attendance, the Four Points Library Memory Project, a partnership with Franklin, Muskego, New Berlin and Hales Corners public libraries, will be ending December 2019. Ms. Laughlin provided a short history on the project, attendance statistics, and plans for the HC Library to continue offering

programs for individuals with early stage dementia, mild memory loss or mild cognitive impairment and their families, friends or care givers.

4.14 Personnel report: Ms. Laughlin reported that the daytime janitor position (on contract with DustFree Cleaning) has been filed. Russ Holmes is the new janitor. He started about two weeks ago. Library Director will be on vacation/holiday leave 11/25-11/29

4.15 Meetings:

4.15.1 Library Directors Advisory Council (10/3/2019): attended by Assistant Director Branske, agenda items included update on CoCat mobile, discussion on system-wide access for teacher cards and fee cards, annual purge of patron records, and change in procedure for damaged items in delivery.

4.15.2 MCFLS Board (9/30/2019): agenda items included DPI annual report compliance plan, and approval of the various membership agreements for member libraries.

4.16 Desk Clerk:

Motion made and seconded (Lindberg/Hertel) 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 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: D'Acquisto, Hertel, Hug, Lindberg, Ludwig, and Waldoch. Nays: none. Library Board convened into closed session at 8:55 p.m. Motion (Lindberg/Hertel) to re-enter open session at 9:02 p.m. Roll Call: Ayes: D'Acquisto, Hertel, Hug, Lindberg, Ludwig, and Waldoch. Nays: none.

4.17 Action: none

4.18 Next meeting date: Thursday, November 21, 2019 (3rd Thursday)

5.0 ADJOURNMENT: Motion made and seconded (Lindberg/Ludwig) to adjourn at 9:03 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

DRAFT