

**Mukwonago Community Library Board Meeting Library Community Room
511 Division Street, Mukwonago, Wisconsin 53149
Monday February 22, 2016A
Approved Minutes**

- 1. Regular Order of Business:** Sue Ciechanowski called the meeting to order at 7:00 p.m.

Present

Sue Ciechanowski – Town of Vernon
Jim Bodendorfer
Jerry Gasser – Village Board Liason
Kelly Whittier – Town of Vernon
Shari Cooper
Shawn Waller - School District Representative
Donna Whalen – Town of Mukwonago
Deb Calvey
Ann Lininger – Library Director (excused)
Diane Magolan (excused)
Sandy Kaufman (excused)

- 1.2 Announcement of closed session pursuant to Wis. Stat.19.85(1)(e) to discuss employment issues**

- 1.3 Review Agenda**

Request made and approved to postpone discussion of Continuing Education (Trustee's Essentials Chapter1) to the March 28 meeting

- 1.4 Approval of Minutes from January 25 Meeting**

Motion made by Donna Whalen, seconded by Shari Cooper to accept the January 25 minutes with the following spelling corrections: section 3.1 the word wave is changed to waive and a typo error was corrected in the spelling of library. The amended minutes were unanimously approved.

- 1.5 Comments from the Public**

The public was allowed to address the Board. Seven individuals (Susan Bergmann, Holly Wray, Sandy Zingler, Susan Graczyk, Kathleen Usarek, Robert Usarek and Angie Penzkover) spoke. All parties addressed one or more elements of their dissatisfaction with the proposed restructuring of the library, the library director's actions with regard to library personnel, or budget issues.

- 1.6 Approval of Bills/Expenses**

Expenditures were approved. Discussion followed regarding availability of monthly invoices payable to the finance committee and board prior to each monthly Library Board meeting. Jerry Gasser advised that he will ask that Diana Doherty, Village Finance

Director, to make available, to members of the finance committee, monthly library expenditure statements one week prior to each Library Board meeting. After reviewing these statements, finance committee members may review individual invoices as desired in the Finance Director's office.

Diana has also agreed to attend Library Board meetings as needed if the board has questions regarding budget, expenditures etc.

2. Unfinished Business

Nothing to report

3. New Business

Nothing to report

3.1 Discussion/Action on Strategic Planning from UW Extension

A presentation was made by Jerry Braatz and Steve Chmielewski of UW Extension proposing to study, develop and implement a strategic plan and future vision for the Mukwonago Community Library. Two options were reviewed. The first involving a Strategic Plan with a Community Survey at a cost of \$22,000; and, the second a Strategic Plan with Community Focus Groups at a cost of \$15,000. The pros and cons of each were questioned and discussed. No action was taken other than to request references from libraries and other government organizations they had performed planning for. How this activity is to be funded is also an open ended question.

3.2 Closed Session

Motion was made, seconded and approved by roll call vote to move into closed session at 8:01 p.m. pursuant to Wisconsin State Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance of any public employee over which the government body has jurisdiction or exercises responsibility. Topics included Compensation/Performance of Director and hiring new library staff. No actions were taken by the Board and the closed session was adjourned and reconvened into open session by roll call vote at 9:07p.m.

3.3 Active Shooter Training

Motion was made by Donna Whalen, seconded by Shawn Waller and the board unanimous approval for a planned training session, provided at no cost by the Village of Mukwonago Police Department, on management of Active Shooter crisis response. To accommodate the 2+ hour training the Library will delay opening on March 25th until noon to accommodate training and follow up discussion/questions with staff.

3.4 Discussion of Donation Offer of DN Greenwald

Mr. Greenwald has offer to donate to the library a monument in the form of an open book, made of solid white granite, approximately 5-6 feet in width, mounted on a white granite base about 3 feet above ground. Discussion revealed concerns about the size of the monument, any inscription included and suitable location on the library grounds. Given the limited space available and the need to preserve drainage ponds and routes, the feeling was that the monument may be too large. Additional information is to be requested along with a picture or conceptual drawing of the proposed monument before action is to be taken.

3.5 Discussion of 2015 Annual Report

A draft copy of the 2015 Annual Report was reviewed and discussed. It is due for submission to Bridges by February 29th. Deb Calvey expressed concern that she was unable to locate a copy of the 2014 Annual Report and would like to compare the documents before approving. Jerry Gasser asked if the board was comfortable with checking the box on page 7 of the report which states “The library board has exclusive control of the expenditure of all money collected, donated, or appropriated for the library fund [s. 43.58(1). Jim Bodendorfer responded, “To the best of our knowledge”. A motion to approve was made by Jim Bodendorfer, seconded by Shari Cooper to approve the submission of the Annual Report to Bridges with the unchecked box on page 7 of the report. The motion was passed, **although Deb Calvey and Jerry Gasser did not vote to approve and no vote to not approve was called for before moving on.**

Jerry Gasser also asked why no box was checked on page 8 of the draft stating the Public Library System Effectiveness.

3.6 Discussion of Library Finances

Jerry Gasser reported that rather than have Diana Doherty, Village Financial Director, attend this meeting and respond to an open ended slate of questions, board members were invited to put any financial or budget question in writing to him and he will arrange for Diana to attend a future meeting with detail responding to their questions.

4.1 Date of Next Meeting

March 21th, 2016

4.2 Board President Remarks

4.3 Village Representative's Report

At the Village's last Board Meeting Shawn McNulty provided an overview of the reasons for and plans for the upcoming School referendums.

4.4 Board Member Remarks

Shawn Waller gave an overview of some of the recent awards and achievements of the school district including Prairie View schools being named Title One School of Recognition, and Big Bend Elementary School taking 2nd place nationally in the Scholastic Book Fair Contest.

4.5 Continuing Education

Due to the length of the agenda a motion was made by Shari Cooper which was seconded by Kelly Whittier to table the discussion of Trustees Essentials Chapter 1 until the March 28 library board meeting. All approved.

4.6 Library Director Report

Ann Lininger was not present to report.

4.7 Future Agenda Items

A request was made to have on the agenda at the next meeting an expenditure limit for any expenditure exceeding a predetermined amount without formal Library Board approval.

A motion was made by Shawn Waller at 9:20 to conclude the meeting which was seconded by Donna Whalen.