

**MUKWONAGO COMMUNITY LIBRARY  
BOARD OF TRUSTEES MEETING  
COMMUNITY ROOM  
511 DIVISION STREET, MUKWONAGO, WISCONSIN 53149  
MARCH 21, 2016  
MINUTES**

**1. CALL TO ORDER**

President Deb Calvey called the meeting to order at 7:02 p.m.

Roll call:

Jim Bodendorfer  
Deb Calvey  
Jerry Gasser  
Sandy Kaufman  
Diane Magolan  
Donna Whalen  
Kelly Whittier

**2. ANNOUNCEMENT OF CLOSED SESSION**

**State Statute Sec 19.85 (1)(c) discussion of employment related issues.** A motion will be made to convene into closed session pursuant to Wisconsin Statutes Section 19.85 (1)(c) to consider employment, promotion, compensation, or performance data of any public employee over which the government body has jurisdiction or exercises responsibility.

**3. COMMENTS FROM THE PUBLIC**

Karen Glass from the Town of Mukwonago commented on computer pornography and filters on the computers.

**4. REVIEW AGENDA**

Donna made a motion to approve the agenda for March 21, 2016. Kelly seconded the motion. Motion carried.

**5. APPROVE MINUTES OF FEBRUARY 22, 2016 REGULAR MEETING**

Donna pointed out that the date listed of March 28<sup>th</sup> needed to be corrected to read that the next meeting would be on March 21<sup>st</sup>.

Jerry made a motion to approve the amended minutes. Donna seconded the motion. Motion carried, with Sandy abstaining.

**6. APPROVE THE MINUTES OF THE MARCH 7, 2016 FINANCE COMMITTEE MEETING**

Kelly was the only one present that was in attendance at the Finance Committee meeting, and she approved the minutes.

**7. NEXT MEETING DATE WILL BE APRIL 25, 2016**

## **8. FINANCE COMMITTEE REPORT**

### **a. Figures possibly needed to complete library annual report.**

Connie Meyer from the Bridges Library System office helped to complete the annual report, specifically with section 6 (Library Operating Expenditures), section 8 (Other Funds Held By the Library Board) and section 9 (Trust Funds).

### **b. Library finances and financial policies**

The Finance Committee discussed the invoice policy, and Shari wrote up a new policy before she resigned from the Board. This change in policy will require that the Board see all invoices before they are sent to the Village Hall.

Deb expressed concern that she wanted to make sure all bases were covered.

Jerry requested that a draft of the policy be brought in to the next meeting, and that it be added to next month's agenda.

### **c. Bills and expenses**

Deb displayed the financial documents on the projection screen.

Kelly said she had signed a few small invoices that day that were not included in those documents.

A discussion occurred on how the percentages shown do not always reflect correctly because of the time of year and billing cycle for certain things. Jerry said the Village Hall does something similar in comparison to the library's reports.

Jim made a motion to approve the bills as presented. Jerry seconded the motion. Motion carried.

## **9. UNFINISHED BUSINESS**

### **a. Approval of revised 2015 Mukwonago state annual report**

Deb stated that Connie Meyer had worked with Cathryn (Mukwonago Library's bookkeeper) and Diana (from Mukwonago Village Hall) on items that needed correcting. For example, under Section 6 originally "budgeted dollars" were mistakenly used as figures instead of "actual dollars".

Donna questioned why, on page 7, that a box about the library's head librarian was not checked. Jerry explained because we don't have a director at this time.

Donna made a motion to approve the amended 2015 annual report. Sandy seconded the motion. Motion carried.

### **b. Statement concerning library system effectiveness**

Jerry made a motion to approve the statement concerning library effectiveness. Donna seconded the motion. Motion carried.

## **10. NEW BUSINESS**

### **a. Vacant staff positions and authorization to begin the hiring process and designation of authority.**

Jerry said that Jane DeAngelis should work with the personnel committee with the hiring of new staff. Jerry made a motion to post for the hiring of two part time (20 – 27.5 hours per week) circulation clerks. Donna seconded the motion. Motion carried.

**b. Vacant Director position and Interim Director search**

Deb has been trying to contact the recently retired Director of Delafield library to work as a part time interim director.

Jerry said a personnel committee needs to be established. We will be able to hire the interim director on a part time basis because Jane is doing a great job with helping to run things.

**c. Library Board Update**

Library Board appointments from the Village are done through the Village, and all others (from the Town) are County appointed. In the past interested parties would submit a cover letter, resume, and references. The Library Board would interview the candidates and submit their recommendation to the Village or County for approval. The appointed School District representative position is expected to be filled very soon.

**d. Personnel Committee appointments**

Donna stated that in the past the Library Board has hired a director both with and without a head hunter. The head hunter costs some money, but she felt it was worth it. Jerry felt head hunters could be good or bad, depending on the situation. Jerry praised Donna on her vast knowledge of hiring practices, and asked that she be on the Personnel Committee.

Jim offered to head up the Personnel Committee, and Donna and Jerry volunteered to also serve on the committee. Kelly made a motion to approve these appointments. Sandy seconded the motion. Motion carried.

**e. Possible request to extend joint resolution agreement with Village.**

Jerry felt that without a director in place at the library, the joint resolution between the Village and the library doesn't make sense. Jerry made a motion to approach the Village Board for an extension to the resolution. Donna seconded the motion. Motion carried. Jerry will present it to the next Committee as a Whole meeting.

**f. Library Internet Usage Policy**

The most recent internet policy had last been approved in January, 2015. The Board reviewed proposed amendments to the policy which included:

The addition of the phrase "and exposure to" in paragraph #4.

Change the allotment of user time from 120 minutes to 180 minutes.

If patrons owe \$10 or more, they may not use the computer.

Library staff will assist patrons who do not have their PIN number.

Patrons can't download or install software without the staff's permission.

Children under 18 must have written parental permission to use computers.

Donna made a motion to accept the amended Internet Policy. Kelly seconded the motion. Motion carried.

**g. Short Takes for Trustees series**

Bridges Library System forwarded some information about some 8 – 10 minute videos that trustees can watch at the meetings about being a trustee. The Library Board will begin viewing these at the next meeting.

**11. CONVENE INTO CLOSED SESSION** pursuant to **State Statute Sec 19.85 (1)(c) discussion of employment related issues.** A motion will be made to convene into closed session pursuant to Wisconsin Statutes Section 19.85 (1)(c) to consider employment, promotion, compensation, or performance data of any public employee over which the government body has jurisdiction or exercises responsibility.

Following closed session a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

Donna made a motion to go into closed session. Jim seconded the motion, and a roll call vote was taken:

Jim – yes  
Deb – yes  
Jerry – yes  
Sandy – yes  
Diane – yes  
Donna – yes  
Kelly – yes

The meeting went into closed session at 7:59 pm.

### **RECONVENE INTO OPEN SESSION**

Donna made a motion to reconvene into open session. Kelly seconded the motion, and a roll call vote was taken:

Jim – yes  
Deb – yes  
Jerry – yes  
Sandy – yes  
Diane – yes  
Donna – yes  
Kelly – yes

The meeting reconvened into open session at 8:22 pm.

Jerry made a motion to move on the action items that were discussed in closed session. Donna seconded the motion. Motion carried

### **12. FUTURE AGENDA ITEMS**

No future agenda items to discuss.

### **13. ADJOURNMENT**

Deb made a motion to adjourn the meeting. Jim seconded the motion. Meeting was adjourned at 8:25 pm.

Minutes respectfully submitted by Tammy Penkalski

#### **NEXT REGULAR MEETING: MONDAY, APRIL 25, 2016 – 7:00 P.M.**

It is possible that members of, and possibly a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Laura Frisch, 511 Division Street, (262) 363-6411.