

MUKWONAGO COMMUNITY LIBRARY BOARD MEETING  
LIBRARY COMMUNITY ROOM  
511 DIVISION STREET, MUKWONAGO, WISCONSIN 53149  
THURSDAY MAY 19TH, 2016  
MINUTES

1. REGULAR ORDER OF BUSINESS

1.1 Call to order/roll call: Deb Calvey called the meeting to order at 7:06pm.

PRESENT

Howard Pringle	Mark Penzkover
Diane Magolan	Sandy Kaufman
Donna Whalen	Kelly Whittier
Jerry Gasser	Nick Reichoff
Kathleen Usarek	Jim Bodendorfer - Excused
Deb Calvey	Terry Zignego

2. Approve minutes: Mark made a comment to correct the fact that he did not previously serve on the Library Board. Diane made a motion to accept the amended minutes for April 25<sup>th</sup>. Mark seconded the motion. Motion carried.

2.1 May 2<sup>nd</sup> special meeting: add Diane attended meeting via Skype. Donna made a motion to approve the minutes. Jerry seconded. Motion carried.

3. Comments from the public: None

4. Directors Report: Terry reported that, Tyler is working on a new website with a cleaner, nicer look. Howard asked whether the board information will be updated. Terry said it will be updated along with current minutes and agendas. Diane Dakich will be doing the E Newsletter for the Library Board. Mary Jo Isely and Craig Grisham attended a Leap training session. A request was made to add the following to the next month's agenda: board member e-mails, a discussion on the new website, and a staff/volunteer appreciation. The friends raised funding and obtained prizes for the summer reading program.

Mrs. Lorraine McAdams passed away and Terry will send something on behalf of the board.

5. Audit and Approve Monthly Expenses: Howard asked about the process of paying expenses. Kelly stated she comes in twice a month to sign bills and that checks are mailed from the Village Hall. Howard feels we're opening ourselves to trouble by paying first and approving later and this should not be only Kelly's responsibility. Kelly stated the village wants bills to be paid every two weeks and that she is reminded by emails if she doesn't respond quickly. There was also discussion on the Gollmar trust, the finance committee will be researching how we will be able to disburse funds. Jim is also checking on how the account should be set up.

6. Old Business: Committee appointments – Nick was not at last month's meeting but agreed to be added as a member of the personnel committee. Donna made a motion to move the short takes to next month's meeting. Kathleen seconded and the motion carried.

7. New Business: Hearing Loop – Deb asked Connie for information about the grant, but it had expired and will not be available until 2017, and it may not be guaranteed. We will look into whether we will include both the large and small meeting rooms. The "loop" makes it easier for people with a T coil in their hearing aid to hear clearly. Kathleen asked that we improve the WIFI at the same time.

Howard suggested we form a policy committee. This was discussed and Nick, Diane and Howard will be on the policy committee.

Finance Committee – Kelly and Jim drafted a finance policy, with discussion on how much can be approved and paid without needing board approval. This will be carried to the next meeting, Donna moved that the newly formed policy committee bring a new finance policy to the board for approval, Mark seconded and the motion carried.

Kathleen questioned if we had or needed a building and grounds committee. Nick suggested that a landscaper look at our gully out front and then make a recommendation as to what we can do to help with the water/drainage issue. The Friends are discussing a possible donation for a landscaping project that Sue Graczyk is working on. Kathleen asked about the playground equipment, but it is not ours and the current equipment was donated.

CLOSED SESSION: A motion was made to go into closed session by Kathleen and Diane seconded. Closed session began at 8:16pm.

Kathleen made a motion to return to open session, Diane seconded and at 8:34 we went back to open session.

Mark made a motion to adjust salaries as discussed and Diane seconded, motion carried. Meeting adjourned at 8:36pm.

NEXT MEETING: Thursday June 16<sup>th</sup> 2016.

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 state 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.