

MUKWONAGO COMMUNITY LIBRARY BOARD MEETING

LIBRARY COMMUNITY ROOM

511 DIVISION STREE, MUKWONAGO, WISCONSIN 53149

THURSDAY AUGUST 18TH, 2016

MINUTES

1.0 REGULAR ORDER OF BUSINESS Call to order/roll call: Jim called the meeting to order at 7:00pm

2.0 Present – H. Pringle J. Bodendorfer

K. Usarek N. Reichoff

D. Magolan S. Kaufman

D. Whalen J. Gasser

T. Zignego

Excused - K. Whitter D. Calvey

M. Penzkover

3.0 Comments from Public – None

4.0 Approval of minutes –

A. July 21st 2016 regular board meeting. J. Gasser made a motion to accept the minutes. D. Magolan made a second. Motion carried.

B. July 25th 2016 special meeting. J. Gasser made a motion to accept the minutes. H. Pringle made a second. Motion carried with K. Usarek, S. Kaufman and N. Reichoff abstaining.

5.0 Audit and approval of monthly expenditures – T. Zignego noted we will be reimbursed \$300 for the item listed in Training/Travel Exp. N. Reichoff noted the Roger Dickert memorial has received almost \$2000 to date. H. Pringle made a motion to approve. J. Gasser made a second. Motion carried.

6.0 Directors Report – T. Zignego reports circulation is up 4%. Nick Elhart will be transitioning into his new position in September and we are advertising for a circulation aide to replace him.

The library has a new team of 12 volunteers, known as the Dust Busters, helping with dusting

Shelves. This will help alleviate some cleaning costs.

6.0 Continued - Hearing Loop has been installed in the community room and the hideout.

33 photos were entered in the photo contest and September is Library Card sign up month.

7.0 The board meet with Ron Bittner from DPW and Sara Ehrhardt from Seasonal Services and walked outside to look at the bid being proposed. Ron and Sara will have to work together and come up with a plan to present to the board for further review for parking lot run off. Board decided to table any discussion until next month in regards to both the swale area and edging.

8.0 Finance Committee report – J. Gasser made a motion to establish the “Mukwonago Community Library Capital Endowment Fund”. H. Pringle made a second. Motion was amended to have Northern Trust as the fund advisor. Motion passed as amended. The Village has received \$181,742.02 from the Gollmar Fund to date. This will be put into a new WCCF Capital Endowment Fund.

9.0 Policy committee report –

a. Circulation Policy – A motion was made by D. Whalen to adopt the revised circulation policy. N. Reichoff made a second. Motion carried.

b. Theft/Privacy Policy – policy committee is working on stand alone policies and will present at the next meeting.

c. Meeting Room Policy – H. Pringle, T. Zignego and staff will work on updating the policy and present at the next meeting. H. Pringle also discussed an orientation session for new board members and will work on the for the next meeting as well.

10.0 New Business - Election of Officers

Nominations from the nominating committee were D. Calvey to serve a 2 year term as President and H. Pringle to serve a 2 year term as Vice President. S. Kaufman and K. Whitter will finish the 1 year left of their 2 year terms as Secretary and Treasurer respectively. J. Gasser made a motion to accept the nominations with there being no other nominees. K. Usarek made a second. Motion carried.

11.0 Motion/Roll call to convene into closed session – Closed session 8:09pm

K. Usarek D. Magolan H. Pringle D. Whalen J. Bodendorfer

S. Kaufman T. Zignego N. Reichoff J. Gasser

Motion/Roll call to reconvene in open session – Open session 8:39pm

K. Usarek D. Magolan H. Pringle D. Whalen J. Bodendorfer

S. Kaufman T. Zignego N. Reichoff J. Gasser

Action from closed session – D. Whalen made a motion for the Interim Director to take action in conformance with issues discussed in closed session. H. Pringle made a second. Motion carried.

12.0 Adjourn meeting – H. Pringle made a motion to adjourn at 8:43pm. N. Reichoff made a second.

Motion carried.

Next meeting Sept 15th, 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