

MUKWONAGO COMMUNITY LIBRARY BOARD MEETING

HISTORY ROOM

511 DIVISION STREET, MUKWONAGO, WI 53149

THURSDAY, OCTOBER 20, 2016

MINUTES

1.0 Deb Calvey called the meeting to order at 7:01pm.

Roll Call:

Jim Bodendorfer	Howard Pringle
Deb Calvey	Nick Reichoff
Jerry Gasser	Kathleen Usarek
Sandy Kaufman	Donna Whalen - <i>excused</i>
Diane Magolan	Mark Penzkover
	Terry Zignego, Director

Deb introduced Steve Holtdorf, the library board nominee by Waukesha County Executive, to fill Kelly Whittier's vacancy. Steve went over his non-profit, financial and library experience. His nomination will be brought before the County Board at their next meeting (week of November 15th).

2.0 Comments from Public and Guests – None

4.0 Approval of minutes – Jerry Gasser moved to approve the minutes of the September 15th meeting. Diane Magolen seconded. Motion carried with Mark Penzkover abstaining.

5.0 Audit and approval of monthly expenditures – Jim Bodendorfer motioned to approve the expenses. Mark seconded. Motion carried.

6.0 Directors report – Terry Zignego reported circulation was up 2% last month; the swale drain project is complete and grass has begun growing; and the newly revamped library website is up and live. Craig Markham and Chris Stape will be maintaining the site, and making any adjustments or changes as needed. Thanks to Craig, Chris and Connie Meyer for their effort on the new site, which looks fantastic. Each Board member has been assigned a library-associated email and instructions on how to login. Also, all policies will be added to the website as they are updated and approved.

7.0 Personnel Committee report – Application deadline for the director position was **Friday, October 14**. Three applicants look promising, and the Personnel Committee are aiming to begin the interview process the week of October 31st. Goal is to have the interview process completed by Thanksgiving.

8.0 New Business –Discussion/action items

- a. Review 2017 Budget draft. Jerry motioned to approve. Kathleen Usarek seconded. Motion carried. Mark noted that the Village Board appreciated all the hard work the Library Board has put in over the past year.

- b. Capital Funds Disbursement Policy - Three funds and one policy were reviewed:
Gollmar Trust – It was recommended that Capital improvements be approved only with majority vote of the full membership of the Board.
WCCF Fund and Unrestricted Fund - Jim motioned to adopt the policy. Diane Magolan seconded. Motion carried.
- c. History/Conference Room Policy and Community Room Policy - This will be changed to Public Use Policy. The staff requested to allow beverages with lids only, no food.
- d. Confidentiality and Privacy Policy - This was put in place for the protection of staff, the board and the public. Revised to read “may be under surveillance”. Mark motioned to approve both c and d. Diane seconded. Motion carried.
- e. Dick Hill - Kathleen talked about doing something as a memorial. Discuss tabled to the November meeting.
- f. Dorothy Gollmar - Deb commented that neither the library nor the board has formally recognized the Gollmar bequest. Terry and Deb will put together a thank you for the Gollmar family, and the Board will discuss how to memorialize Dorothy Gollmar at the November meeting.
- g. Staff/Volunteer Thank You - Discussion tabled to the November board meeting.

Jerry motioned to adjourn the meeting. Mark seconded. Motion carried.

Meeting adjourned at 8:53pm.

Next meeting: November 17, 2016 at 7pm

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