

Mukwonago Community Library Board December Meeting Minutes

Meeting Date: Thursday, December 15th, 2016 at 7:00 p.m.

Location: History Room

1.0 REGULAR ORDER OF BUSINESS - Call to order/roll call: D. Calvey called the meeting to order at 7:01pm.

2.0 Present - H. Pringle	J. Bodendorfer	D. Whalen
K. Usarek	N. Reichoff	D. Calvey
D. Magolan	S. Kaufman	M. Penzkover
J. Gasser	S. Holtorf	A. Zimmerman – Director

3.0 Comments from Public – None

4.0 Welcome to Angela Zimmerman as the new director and new board member S. Holtorf.

5.0 Approval of Minutes – Add more information on Act 150 and make name corrections. N. Reichoff motioned to approve as amended. J. Bodendorfer seconded. Motion carried.

6.0 Audit and Approval of monthly expenditures - D. Whalen questioned why negative in OT, Angie will look into and correct. Angie will also add a beginning balance and show expenditures on donation balances. D. Whalen motioned to approve. H. Pringle seconded. Motion carried.

7.0 Directors Report – Circulation is down .5%, but overall in 2016 circulation is up 4%. Programming attendance is good, especially at the Blue Grass Jam. Angie will be holding off on a decision about filling a vacant part time position until she has a better feel for the needs of the library. Howard requested a chart for staff and who they report to, this will be added to the agenda for next meeting.

8.0 Committee Reports

a. Policy Committee – A meeting was held last week. Howard will make revisions discussed to the draft of the Board Vacancy Policy and forward to the board. K. Usarek made a motion to accept the Board Vacancy Policy, as revised, Gifts and Donations Policy, and the Materials Selection Policy. S. Holtorf seconded. Motion carried.

b. Finance Committee – S. Holtorf was appointed to the finance committee by D. Calvey.

c. Personnel Committee – Jerry will meet with Angie to go over what's expected in her first 3 months. An annual evaluation will be done on the director, time frame and month to be determined.

9.0 New Business – Discussion/action items –

a. K. Usarek made a motion to nominate S. Holtorf as the Library Board Treasurer. D. Magolan seconded. Motion carried.

b. D. Calvey received a listing of Holiday Closures from Cathryn, which D. Calvey temporarily approved. Current closings will be Monday Jan 2nd 2017 for New Year's Day, Monday May 29th 2017 for Memorial Day, Tuesday July 4th 2017 for the 4th of July, Monday September 2nd 2017 for Labor Day, and Thursday November 23rd 2017 for Thanksgiving. M. Penzkover made a motion to approve the Holiday Closing schedule through Thanksgiving for 2017 and wait for a recommendation from Angie for the Christmas and New Year's closings. H. Pringle seconded. Motion carried.

c. Angie recommended adding Mobile Wi-Fi Hotspots as soon as possible. H. Pringle made a motion to approve the purchase of 5 Hotspots as discussed with the funds coming from Donation Expenditures. K. Usarek seconded. Motion carried. H. Pringle will work with Angie to form a policy.

d. Future Maker Space – Promoting a hands on experience with different machines such as sewing machine or 3D printer. Angie will get back to us with plans.

e. Building and Grounds committee – It's in our bylaws that we have one. A new committee including H. Pringle, K. Usarek, and M. Penzkover has been appointed by D. Calvey. Howard will update us with a listing of all the members of our different committees.

f. Memorials – Any memorial would need to be brought to the Board for approval. The bench for Dick Hill has been ordered and set to be installed in the spring of 2017.

g. D. Magolan will begin her winter schedule in February of 2017. She will join the meetings by Skype for the months of February, March and April 2017 with the help of Craig. Majority of the board agreed.

Next meeting January 19th 2017

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