

Mukwonago Community Library Board January Meeting Minutes

Meeting Date: Thursday, January 19th, 2017 at 7:00 p.m.

Location: History Room

I. REGULAR ORDER OF BUSINESS

A. Call to Order - The meeting was called to order at 7:00pm by President D. Calvey.

B. Roll Call and Introduction of Guests – Present were D. Calvey, D. Whalen, J. Gasser, H. Pringle, K. Usarek, N. Reichoff, M. Penzkover, S. Kaufman, D. Magolan - via skype, and Director A. Zimmermann. J. Bodendorfer was excused.

C. Comments from the Public – None

D. Approval of Minutes – N. Reichoff made a motion to approve the December 15th 2016 minutes. M. Penzkover seconded. Motion carried.

E. Audit and Approval of Monthly Expenditures – A question was asked as to why the overage on Phone and Insurance items. The phone overage was due to the new Village system. The current budget did not include the cost of the new service. Insurance overage was due to policy cost increases, recommended to budget more for 2017. H. Pringle made a motion to approve. M. Penzkover made a second. Motion carried.

II. REPORTS

A. Board President Remarks – D. Calvey received notice that S. Holtorf is resigning from the Board. Connie Meyer recommended to not fill the vacant position until July 2017 when appointments are up for renewal. We can still accept applications if any are received. Next meeting we will need to elect a new Treasurer.

B. Committee Reports – The Policy Committee is looking to streamline policies and procedures. Their next meeting is scheduled for March. The Finance Committee did not hold a meeting. There is a vacancy to fill on the Finance Committee. Buildings & Grounds Committee did not meet.

C. Board Member Remarks – All board members will be notified of any committee meetings. Any board member can attend any committee meeting, this will make it easier to know which committee is meeting and when.

D. Library Director Report - A. Zimmermann reported she has begun working on the 2016 State Annual Report which will be discussed in further detail at February's meeting. We're at a standstill with the e-commerce situation, Bridges is waiting for the new contract to be finalized. The payout for T. Zignego is a 2016 expense and will be absorbed in the 2016 budget. Furniture and upholstery will be cleaned in February by Viking Carpet Cleaning. Circulation is up 4% but patron visits are down 10.8 from this time last year. The MakerSpace is still a work in progress, however Jane had the idea to make it mobile or roaming. Staff will begin creating this roaming cart of supplies until a concrete area is determined. Two circulation employees have left. Hours will be filled by staff within the library. The Winter Reading Programs for youth and adults are open until February 24th 2017. The number of Sensory Story Time sessions have increased. Children's upcoming programs are Spy School, Family Film Night and Bingo. Teens can look forward to Coloring Group, Origami and Bingo. Adults have the always popular Bluegrass Jam and Friday Flicks. The newsletter will be sent out monthly from now on with a more personalized feel. Hotspots should be ready to circulate. We've had a growing interest in them

already. Mary Jo will be doing some research on a new self-check out machine. And Craig will be supplying a list of technology replacement cycles within the building so we can follow the replacement cycle as needed.

III. OLD BUSINESS

A. Discuss/Act on December 2017 Closed Dates - After discussion of which closure dates/days would work out the best, M. Penzkover made a motion to approve the closed holidays being Saturday December 23rd 2017 and Monday December 25th 2017 for Christmas. Saturday, December 30th 2017 and Monday January 1st 2018 for the New Year holiday. D. Whalen made a second. Motion carried.

IV. NEW BUSINESS

A. The Employee Organizational Chart was handed out as requested.

B. Discuss/Act on In-Service Day – J. Gasser made a motion to close the Library on Friday February 24th 2017 for the in-service training day. H. Pringle made a second. Motion carried.

C. Library Week – Staff will be recognized with a special lunch and a small token of appreciation during Library week April 9th – 15th 2017.

D. Protocol for setting agendas and meetings will now all be sent to A. Zimmermann through our library email in outlook. We will refresh how to access this at the meeting next month.

E. Proposal of changing the monthly meeting time was discussed. H. Pringle made a motion to change the time to 6pm. M. Penzkover seconded. Motion carried.

F. J. Gasser made a motion to adopt the Wage Resolution 001. M Penzkover seconded. Motion carried.

G. K. Usarek made a motion to accept an update to the circulation policy to include new information on the Hotspot and Roku. M. Penzkover seconded. Motion carried.

H. N. Reichoff made a motion to accept a new Social Media policy be put into place. K. Usarek made a second. Motion carried.

I. N. Reichoff made a motion to approve the revision of spending limits to \$1,000 without Board approval. Anything over \$1,000 will need Board approval. H. Pringle seconded. Motion carried.

J. J. Gasser made a motion to approve A. Zimmermann to keep a record of her goals and projects she's working on so the Board will have a measurement of her efforts and success. M. Penzkover seconded. Motion carried.

V. Closed Session

J. Gasser made a motion for closed session. M. Penzkover seconded. Motion carried at 8:42pm.

Roll Call

D. Whalen, J. Gasser, H. Pringle, D. Calvey, K. Usarek, N. Reichoff, M Penzkover, S. Kaufman and D. Magolan.

D. Whalen motioned to move out of closed session. M. Penzkover seconded. Motion carried at 8:56pm.

Roll Call

D. Whalen, J. Gasser, H. Pringle, D. Calvey, K. Usarek, N. Reichoff, M Penzkover, S. Kaufman and D. Magolan

J. Gasser made a motion to accept and adopt the recommendation from A. Zimmermann for reassignment and distribution of hours. N. Reichoff seconded. Motion carried.

D. Whalen motioned to adjourn. J Gasser made a second. Motion carried. Meeting adjourned at 8:58pm.

Next meeting February 16th 20017 6:00 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 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