

Minutes of the Mukwonago Community Library Board of Trustees

Meeting Date: Thursday, February 16th, 2017 at 6:00 p.m.

Location: Mukwonago Community Library History Room

I. REGULAR ORDER OF BUSINESS

- A. **Call to Order** - The meeting was called to order at 6:05 pm by President D. Calvey.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, D. Calvey, J. Gasser, D. Magolan via Skype, M. Penzkover, H. Pringle, N. Reichhoff, K. Usarek, D. Whalen, and Director A. Zimmermann.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on January 19, 2017. H. Pringle seconded. Motion carried with J. Bodendorfer abstaining.
- E. **Audit and Approval of Monthly Expenditures** - Board members examined the monthly expenditures. Questions were asked about the Ozobot color sensing robot, which was purchased for the mobile makerspace. D. Whalen made a motion to approve the expenditures as presented and submit them for payment. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Board President Remarks** - D. Calvey did not have any remarks to share.
- B. **Committee Reports** - The Policy Committee shared a brief update. The next meeting will be on March 2. The Finance and Personnel Committees had not met, so there was no report. Remarks were made regarding the last meeting of the Buildings and Grounds Committee. In particular, there was an update regarding parking lot repair and sprinkling system upgrades. The next meeting is scheduled for March 22.
- C. **Board Member Remarks** - K. Usarek asked about the recording of meetings. It was discussed that the digital recorder would be kept at the library for use at each meeting. H. Pringle will donate another recording device. H. Pringle also shared an update regarding forthcoming information about Act 150.
- D. **Library Director Report** - A. Zimmermann shared information regarding a variety of topics. The Bridges APL group was meeting the next day and will discuss discussing ecommerce using Envisionware and the issuance of passports at local libraries. In addition, some repairs and HVAC maintenance will need to be completed via action of the Buildings and Grounds Committee. Circulation was down for the month, but attendance seemed to be up. The Friends group has a fundraiser scheduled for March 15. The Library will be closed on February 24 for staff inservice training. Board members were invited after 1:00 pm to attend information on the library system resources. Tours of the whole library facility for board members will be arranged in the future. There was also some discussion of inconsistent wireless service within the library and the potential need to add access points.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Contract for 'Shake, Rattle, & Roll' Program** - After discussion, J. Bodendorfer made a motion to approve the contract at the expense of \$50/week for 17 weeks to be paid

from the donations account. M. Penzcover seconded. Motion carried with K. Usarek opposed.

- B. **Wi-Fi Hotspot and Roku Policies** - After discussion, H. Pringle made a motion to incorporate the aforementioned policies into staff procedures. J. Bodendorfer seconded. Motion carried.
- C. **Update of Circulation Policy** - After discussion, H. Pringle made a motion to incorporate Wi-Fi Hotspot and Roku circulation limits and fee schedules into the Circulation Policy. M. Penzcover seconded. K. Usarek proposed an amendment to modify language in Section. D. Calvey seconded the amendment. Amendment passed. The board then voted on the original motion. Motion carried.
- D. **Board of Trustees Treasurer Nomination / Appointment** - D. Calvey appointed J. Bodendorfer to the vacant treasurer position.
- E. **Purchase of New Self-Checkout Machine** - A. Zimmermann explained that there are concerns with the current self-checkout kiosks. The software running the kiosks cannot be upgraded and the equipment contains obsolete parts. Three quotes for replacements have been received. A. Zimmermann recommends the purchase of at least one kiosk. The most appealing bid utilizes Envisionware (detail below).

Envisionware - \$23,738

RFID Software: \$3,970

RFID Reader: \$3,600

RFID Gate: \$5,495

Kiosk: \$7,530 (each)

Service: \$2,475

Freight: \$668.70

Annual Maintenance: \$2,605

M. Penzcover made a motion to purchase two kiosks with funds from the Gollmer Trust not to exceed \$35,000. H. Pringle seconded. Motion carried.

- F. **Purchase of 3D Printer** - A. Zimmermann shared quotes for the purchase of a 3D printer that would be a part of the makerspace in the Library. J. Gasser made a motion to purchase an Onyx 3D printer not to exceed \$4,000 with funds from the Gollmer Trust. K. Usarek seconded. After discussion, H. Pringle proposed an amendment to remove the brand name from the motion to allow the Director discretion to make the best purchase. D. Whalen seconded the amendment. Amendment passed. The board then voted on the original motion. Motion carried.
- G. **Approval of 2016 Library State Annual Report** - N. Reichhoff made a motion to approve the 2016 annual report and authorize the Board President to sign the report for submission. J. Gasser seconded the motion. Motion carried.

VI. CONFIRM NEXT MEETING DATE

- A. The next meeting of the Board of Trustees will be held on March 16, 2017, at 6:00 pm at the Mukwonago Community Library

VII. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:16 pm. D. Whalen seconded the motion. Motion carried.