

Mukwonago Community Library Board April Meeting Minutes

Meeting Date: Wednesday, April 19, 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 6:07 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, and Director A. Zimmermann. Lisabeth Herrick, who works part-time as a shelver and circulation desk worker, was a special guest.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - J. Bodendorfer made a motion to approve the minutes from the Board of Trustees meeting on March 16, 2017. H. Pringle seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - Board members examined the monthly expenditures. Questions were asked about the Oculus virtual reality headset, which was purchased for the mobile makerspace. Additional discussion was held about revenues being recorded on the financial documents. H. Pringle made motion to approve the expenditures as presented and submit them for payment. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle shared a brief update regarding the last Policy Committee meeting and referenced action items that were forwarded to the board. The next meeting will be on May 9. The Finance Committee had not met, so there was no report. J. Gasser noted that although the Personnel Committee had not met, he was planning a May meeting that would be open to all board members. The purpose of the meeting will be to conduct a mid-year evaluation with the library director and to discuss employee discipline procedures. More information will be forthcoming. M. Penzkover made remarks regarding the last meeting of the Buildings and Grounds Committee. In particular, he referenced the action items that would be discussed later in the agenda.
- B. **Library Director Report** - A. Zimmermann shared information regarding a variety of topics. The Bridges APL group met to discuss the Public Library System Redesign (PLSR) initiative that is being conducted by a state-level committee. APL and the Bridges board are wary of the direction the PLSR taskforce is taking, which includes the elimination of regional library systems in order to establish a statewide library system. APL sent a formal letter to the Department of Public Instruction expressing concerns with the proposed changes and encouraging them to consider all options, including improvement of the current regional systems before a full-scale dismantling. More information will be shared as it is available. A. Zimmermann shared additional updates regarding facilities, circulation/programming statistics, donations from the Friends group, outreach activities, personnel needs, and changes to procedures and the website.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Funding of Parking Lot Sealing Project** - M. Penzkover made a motion to approve up to \$3,000 from the WCCF Building Fund to be spent on the parking lot sealing project as

presented by the Buildings and Grounds Committee. K. Usarek seconded. Discussion included the need for this to be budgeted every three years to improve the life of the lot. Motion carried.

- B. **Authorization for Awarding of Parking Lot Work to Merit Asphalt** - M. Penzkover made a motion to authorize Ron Bittner with the Village of Mukwonago to award the parking lot project to Merit Asphalt. H. Pringle seconded. Motion carried.
- C. **Permanent Makerspace Area** - M. Penzkover made a motion to authorize the library director to proceed with a plan to convert the 100 Acre Hideout into a permanent makerspace area (Option #3), with funding, not to exceed \$21,500, to be provided through the WCCF Gollmar fund, and shall not include consumables and non-capital items. J. Gasser seconded. During discussion, the board members expressed enthusiasm for this project. Motion carried.
- D. **Exterior and Interior Lighting** - No discussion or action was necessary.
- E. **Authorization for Board President to Sign Allowable Cost Worksheet** - No action was necessary.
- F. **Display Case and Posting Policy** - H. Pringle made a motion that the Display and Posting Policy be approved as presented. M. Penzkover seconded. Discussion highlighted the changes offered by library staff. Motion carried.
- G. **Circulation Policy** - H. Pringle made a motion that the Circulation Policy be approved as presented, provided that Section IV, Part G be edited for clarity by the library director. M. Penzkover seconded. Discussion included questions about the maximum number of items that may be checked out by a patron. Motion carried.
- H. **Addition of Referral Items to Agendas** - The board discussed the addition of an agenda item that would allow board members to refer topics to the library director for further information, to a board committee for further discussion, or to a future board agenda for further action. The board came to a consensus that such an item could be added to future agendas. Formal action was not necessary.
- I. **Closure of Library at 8:00 pm** - A. Zimmermann shared concerns about low use of the library between 8:00 and 8:30 pm when the building closes. After discussion about patron use vs. items checked out, she agreed to provide additional information at the next board meeting. No formal action was taken.
- J. **Rescinding of Library Closure on June 10** - N. Reichhoff made a motion to rescind a decision by the library board to close on June 10. The race originally scheduled for the area around the library was relocated, so the building can now remain open. H. Pringle seconded. Motion carried.

VI. CONFIRMATION OF NEXT MEETING DATE

- A. The next meeting of the Board of Trustees will be held on May 18, 2017, at 6:00 pm at the Mukwonago Community Library

VII. ADJOURNMENT

- A. H. Pringle made a motion to adjourn the meeting at 7:30 pm. M. Penzkover seconded. Motion carried.