

Mukwonago Community Library Board **AMENDED May Meeting Minutes**

Meeting Date: Thursday, May 18th, 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 6:02 pm by President D. Calvey.
- B. Roll Call and Introduction of Guests - Present were D. Calvey, J. Gasser, D. Whalen, D. Magolan, M. Penzkover, H. Pringle, N. Reichhoff, K. Usarek, S. Kaufman and Director A. Zimmermann. Vicki Indermuehle was our special guest.
- C. Comments from the Public - None.
- D. Approval of Minutes - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on April 19th, 2017. D. Magolan seconded. Motion carried with S. Kaufman abstaining.
- E. Audit and Approval of Monthly Expenditures – H. Pringle made a motion to approve the monthly expenditures. J. Gasser seconded. Motion carried.

II. REPORTS

- A. Committee Reports - H. Pringle stated there is an overview of the May 9th Policy Committee meeting in the minutes and their next meeting will be June 9th 2017. No update on the Finance Committee. The Personnel Committee held a performance review for our new director, notes are included in the May 5th minutes. The Building and Grounds committee held a meeting before the regular board meeting May 18th 2017.
- B. Library Director Report – A. Zimmermann said the Times reporter admitted she misspoke and will clarify the article regarding Staff positions/Job descriptions and the study being done by the Village. There will be a bus available for the convention on June 24th in Chicago. We have a new internal committee for the Maker Space and a new name, “The Studio”. Visits were made to several schools to talk about Overdrive and our Summer Reading Programs. The Farmers Market will be starting up again and we’ll have staff present once per month through the market end in October. IT Academy will be hiring an Intern for the summer. And speaking of summer, the summer hours will be starting at the end of May.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Acceptance of ACT 150 – H. Pringle moved to approve. D. Whalen seconded. Motion carried.
- B. LED Lighting – M. Penzkover reported on recommendations and added he consulted with R. Bitner from the village and he recommends switching as the Village will be doing the same thing. M. Penzkover made a motion to move forward with the lighting project with Roman Electric using the Gollmar Fund, with a cap not to exceed \$60,000. J. Gasser made a second. Motion carried. N. Reichhoff mentioned the LED lighting can have a bluish dim light and it was noted we have 2 bulbs to test the lighting by the circulation desk.
- C. Public Computer & Internet Access Policy – Includes more regarding patrons bringing in their own device. H. Pringle moved to adopt the Public Computer & Internet Access Policy. J. Gasser seconded. Motion carried.

D. Circulation Policy - H. Pringle motioned to add laptop check out provisions to the policy. N Reichhoff seconded. Motion carried.

E. Library Board Bylaws – N. Reichhoff moved to approve changing how the Draft board minutes are distributed, to include recordings of meetings and that the Library Director is custodian of the board minutes. K. Usarek seconded. Motion carried.

F. Board Vacancy – add to the June agenda for A. Zimmermann to bring the resumes of candidates for the board to review along with her recommendation. If necessary, we will discuss requesting interviews.

G. Smoking on Library grounds – K. Usarek mentioned she has seen patrons sitting on the bench talking on their cell phones smoking. H. Pringle will look into revising our policy for the June meeting.

IV. REFERRAL ITEMS

V. CONFIRMATION OF NEXT MEETING DATE

A. The next meeting of the Board of Trustees will be held on June 15th 2017. At 6:00 pm at the Mukwonago Community Library

VI. ADJOURNMENT

A. J. Gasser motioned to adjourn the meeting at 7:02pm. M. Penzkover seconded. Motion carried.