

# **Mukwonago Community Library Board June APPROVED Meeting Minutes**

Meeting Date: Thursday, June 15th, 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 6:00 pm by President D. Calvey.

B. Roll Call and Introduction of Guests - Present were D. Calvey, J Bodendorfer, J. Gasser, D. Whalen, D. Magolan, M. Penzkover, H. Pringle, N. Reichhoff, K. Usarek, S. Kaufman and Director A. Zimmermann. Diane Dakich was our special guest. Diane has been with the Library for 6 years and is currently involved with the MakerSpace project. A. Zimmermann stated that with her architectural background, she has been a big help.

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 May 18<sup>th</sup> 2017. D. Magolan seconded. D. Whalen made note of a spelling correction and motioned to approve with corrections. H. Pringle seconded. Motion carried, with J. Bodendorfer abstaining.

E. Audit and Approval of Monthly Expenditures – N. Reichhoff made a motion to approve the monthly expenditures. D. Magolan seconded. Motion carried.

## **II. REPORTS**

A. Committee Reports – The Policy Committee held a meeting on June 9<sup>th</sup> and the next meeting will be Aug. 16<sup>th</sup> 2017. Items discussed were the Naming Rights Policy, procedures to incorporate into the Board Bylaws the steps to remove a Board Member for cause, and the Problem Behavior Policy. Finance Committee did not have a meeting. Personnel Committee will hold their next meeting on July 7<sup>th</sup> 2017 at 8:00 a.m. Buildings and Grounds did not meet. M Penzkover reported about current projects in motion and they will call any future meetings as needed.

B. Library Director Report – A. Zimmermann reported circulation is up 8.3% for May. The parking lot resealing project is complete and the sidewalk leading up to the Library will be next. A part-time seasonal gardener has been hired for landscaping upkeep. Roman Electric is working on the Focus on Energy paperwork needed to begin our LED lighting project. This will be a three week project and will be done at times that will least disturb the overall operations of the library. The Friends of MCL have applied for the Heart of Canal Street grant through Potawatomi Hotel & Casino. If received, funds will go toward the digitalization of the children and teen areas. The Friends next meeting is on Wednesday, June 21<sup>st</sup> at 6:00 p.m. The ALA conference is in Chicago June 23<sup>rd</sup> – 27<sup>th</sup>. Director Zimmermann will be going for most days of the conference. Metaspaces 511 is the new name for the MakerSpace Room with a hopeful completion goal of November 2017. The summer reading programs are off to a fantastic start with over 600 children already signed up. There are many, many programs, events, and challenges for all ages. The Bridges Library System Trustee dinner will be held on Wednesday, September 27<sup>th</sup> 2017 at the Country Springs Hotel in Pewaukee.

## **III. NEW BUSINESS – DISCUSSION / ACTION ITEMS**

A. J. Gasser motioned to approve the Budget Amendment for Book Sale Revenues. K. Usarek seconded. Motion carried.

B. Village-Wide Compensation Study – The Personnel Committee will take up this task as it is too late to participate this time around. The committee will evaluate the need of rewriting any job descriptions.

C. Resumes for Vacancies – 2 County positions are currently open. J. Gasser moves to accept the recommendation from Director Zimmermann of Carol Stienstra. M. Penzkover seconded. Motion carried. A. Zimmermann will invite the other 2 candidates to meet with the board in July for an interview.

D. M. Penzkover moved to nominate N. Reichhoff as secretary. H. Pringle seconded. Motion carried. N. Reichhoff will be voted in as Secretary at the July meeting.

E. H. Pringle moved to nominate J. Bodendorfer as treasurer. M. Penzkover seconded. Motion carried. J. Bodendorfer will be voted in as Treasurer at the July meeting.

F. The Problem Behavior Policy has been amended on Page 6 with the addition of language in regards to smoking, vaping, and chewing tobacco on library property. Amended to prohibit smoking, vaping, and chewing tobacco on ALL library property. D. Whalen motioned to approve. K. Usarek seconded. Motion carried.

G. Mission Statement – The Personnel Committee will be meeting July 7<sup>th</sup> to discuss the formation of our Mission Statement. This is to state the direction of which the Board and Director are working for the Library to go and will include personnel discipline if not followed by staff members.

#### **IV. REFERRAL ITEMS**

A. It was requested that the Policy Committee looks into changing the Board Bylaws in regards to forming a Nominating Committee three months before July to appoint officers on the Board. The request is to change that to a Committee of the Whole, as opposed to a Nominating Committee.

#### **V. CONFIRMATION OF NEXT MEETING DATE**

A. The next meeting of the Board of Trustees will be held on July 20<sup>th</sup> 2017 at 6:00 p.m. at the Mukwonago Community Library. The Board wishes to say Thank You to K. Usarek for her service on the Board this past year.

#### **VI. ADJOURNMENT**

K. Usarek motioned to adjourn at 7:00 pm. D. Whalen seconded. Motion carried.