

Mukwonago Community Library Board July **APPROVED Meeting Minutes**

Meeting Date: Thursday, July 20th, 2017 at 6:00 p.m.

Location: Mukwonago Community Library Community Room

I. REGULAR ORDER OF BUSINESS

A. Call to Order - The meeting was called to order at 6:02 p.m. by President D. Calvey.

B. Roll Call and Introduction of Guests – Present were D Calvey, S Kaufman, J Gasser, H Pringle, D Whalen, N Reichhoff, D Magolan. M Penzkofer and J Bodendorfer were excused. Library Director, A Zimmermann, was also present. Special guests included our candidates for the County appointment to the Board and one member from the public.

C. Comments from the Public - Joe Rice wished to speak about how great our new director is, how much she is doing for the library and the community and how well she is working with the staff. Great job all around!

D. Approval of Minutes – D Magolan made a motion to approve the minutes from the June 15th, 2017 meeting. H Pringle seconded. Motion carried.

E. Audit and Approval of Monthly Expenditures – H Pringle made a motion to approve the monthly expenditures. D Whalen seconded. Motion carried, with mention to the Friends and their generosity for their contributions.

II. REPORTS

A. Committee Reports – The Policy Committee has rescheduled their meeting for July 24th, 2017 at 1:30pm noting the housekeeping issues mostly on the agenda. Finance Committee will hold a meeting Aug 10th 2017. Personnel Committee is anticipating meeting in August and the Building and Grounds will schedule a meeting as needed.

B. Library Director Report – A Zimmermann reports the budget is right on track for this year. Roman Electric started their work and it should take 3-4 weeks for completion and the Focus on Energy rebate will be higher. Circulation is up 11.4% for the month of June compared to last year, the June programs have been well attended, and our Friends of the Library have been quite generous with donations. Our presence in the community is strong with outreach storytime at the Farmers' Market. Watch for more joint programming with the YMCA as well. There will be a special program for the Solar Eclipse with special glasses being handed out for viewing, date to be announced. Many more statistics, programs and events are detailed within the Director's Report. The Trustee Dinner is on Wednesday September 27th 2017 at the Country Springs Hotel in Pewaukee.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

A. Interviews/Resumes from candidates for the Board County Appointment vacancy

Present were Lyle Boucher, Rev. Dr. Michelle Ann Oberwise Lacock and Christa Turk. Each candidate gave a brief introduction and background on themselves. A discussion/action item will be added to the August 17th 2017 agenda to discuss the recommendation.

B. Election of Board Secretary – H Pringle nominated N Reichhoff as Secretary, no nominations from the floor.

C. Election of Board Treasurer – H Pringle nominated J Bodendorfer as Treasurer, no nominations from the floor.

D. Policy Committee member – D Whalen will possibly fill in. A future agenda item will be added to fully populate the committee once the County position has been appointed.

E. Circulation Policy – N Reichhoff motioned to accept the changes to the policy to add a 7 day electronic or phone message that will go out on all materials over 7 days past due. D Magolan seconded. Motion carried.

F. Personnel Policy – J Gasser made a motion to approve our corrective discipline policy to conform to the Village Policy with the addition of the sentence “Failure to exercise good judgment, or being discourteous, in dealing with fellow employees or members of the public”. N Reichhoff seconded. Motion carried.

G. Library Mission/Personnel Policy – J Gasser motioned to approve staff signing the staff packet including the Library mission statement, keeping the mission statement the same and for staff to know the Library mission statement is also their mission statement. The staff packet also includes the update to the corrective discipline section of the Personnel Policy and the goals and objective of the Director and the staff with the guidance of the Director. D Whalen seconded. Motion carried.

IV. REFERRAL ITEMS

A. H Pringle commented that the County Board meeting will be held Tuesday, July 25th 2017 and they will be voting on Act 150. J Gasser mentioned the plaque for the Dick Hill memorial bench is now complete and how awesome the Mighty Machines event was and it was well attended. It was noted how fabulous the landscaping is looking and the drain swell is working as it should.

V. CONFIRMATION OF NEXT MEETING DATE

The next meeting of the Board of Trustees will be held on Thursday August 17th, 2017 at 6:00 p.m.

VI. ADJOURNMENT

J Gasser made a motion to adjourn at 7:09pm. S Kaufman seconded. Motion carried.