

Mukwonago Community Library Board August Meeting Minutes

Meeting Date: Thursday, August 17, 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 6:01 pm by President D. Calvey.
- B. **Roll Call and Introduction of Guests** - Present were D. Calvey, J. Gasser, C. Steinstra, J. Bodendorfer, S. Kaufman, H. Pringle, N. Reichhoff, and Director A. Zimmermann.
- C. **Comments from the Public** - None.
- D. **Introduction of New Board Member** - Carol Stienstra introduced herself to the board.
- E. **Approval of Minutes** - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on July 20, 2017. J. Bodendorfer seconded. Motion carried.
- F. **Audit and Approval of Monthly Expenditures** - J. Bodendorfer made motion to approve the expenditures as presented and submit them for payment. H. Pringle seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle shared the next policy committee meeting date of September 7th and reviewed the topics that will be discussed. The Finance Committee had met on August 10, so J. Bodendorfer reviewed the work being done on the preliminary budget. The next meeting will be September 14. J. Gasser noted that the Personnel Committee had met on August 11 and that items will be discussed later in the meeting. The board will be apprised of the next meeting date. The Buildings and Grounds Committee had not met, so there was no report.
- B. **Library Director Report** - A. Zimmermann shared information regarding a variety of topics. These topics included plans for viewing of the solar eclipse, additional makerspace donations, the receipt of a grant from Wal Mart, progress on the LED light replacement, and a summary of the Backyard Bash. She also noted that Bridges is transitioning to a cloud catalog service, so CAFE was offline most of the day. Another reminder was also given to board members to attend the Bridges Library System Trustees' Dinner at Country Springs on September 27.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Extended Hours for Midnight Magic** - J. Bodendorfer made a motion to extend library hours until 6 pm Saturday Dec 2. H. Pringle seconded. Motion carried.
- B. **Recommendation for County Board Vacancy** - Applications were reviewed and a final recommendation was made by A. Zimmermann to offer the vacant position to Rev. Dr. Michelle Ann Oberwise Lacock. J. Bodendorfer made a motion to accept the recommendation and forward it to the County Supervisor. C. Stienstra seconded. Motion carried.
- C. **Library Board Bylaws** - H. Pringle highlighted the recommended changes from the policy committee to include a section related to removal of a board member after three unexcused absences. Additionally, a change to the format of the nominating committee, turning it into a committee of the whole, was discussed. J. Gasser made a motion to accept the changes as presented. N. Reichhoff seconded. Some discussion

occurred regarding other reasons for removal, and that topic was referred back to the policy committee for further discussion. Motion carried.

- D. **Library Board Vacancy Policy Changes** - H. Pringle reviewed minor changes to the library board vacancy policy. J. Gasser made a motion to approve the policy as presented. H. Pringle seconded. Motion carried.
- E. **Circulation Policy Changes** - A. Zimmermann shared that Bridges Library System recommends that library cards remain valid for 18 months instead of the current 36 months. Another change included minor changes in loan periods. H. Pringle made a motion to approve the changes as presented. S. Kaufman seconded. Motion carried.
- F. **Grievance and Appeals Procedure** - J. Gasser shared the proposed changes in the grievance procedure which replaces the Village Administrator in the second step of the grievance process with the Library Board President or his/her Designee. J. Gasser made a motion to approve the revision as presented. C. Stienstra seconded. Motion carried.
- G. **Compensation and Performance Evaluation Procedure** - J. Gasser reviewed the discussion from the Personnel Committee meeting regarding the gathering of benchmark compensation data and A. Zimmermann proposing such an idea to the Bridges Library System in hopes such a study could be done amongst the 24 libraries. In addition, the concept of a bonus compensation model was discussed. This activity would be conducted as a part of the 2019 budget, so no action was taken.
- H. **County Library Standards Compliance Letter** - A. Zimmermann reviewed a letter that must be approved by the board regarding compliance with library system requirements. J. Bodendorfer made a motion that the letter be approved as presented and the board president and director be authorized to sign it. J. Gasser seconded. Discussion included questions about website information about staff members. Motion carried.
- I. **Use of Gollmar (WCCF) Funds for Makerspace** - A. Zimmermann shared information about the needs of the makerspace. A proposal to increase funding for new flooring and furniture was discussed. J. Gasser made a motion that an additional \$10,000 be approved. S. Kaufman seconded. Motion carried.

VI. REFERRAL ITEMS

- A. J. Bodendorfer recommended that the library director create an audit list of expenditures for the Gollmar fund.
- B. J. Bodendorfer recommended that the policy committee review additional reasons for removal of a library board trustee.

VI. CONFIRMATION OF NEXT MEETING DATE

- C. The next meeting of the Board of Trustees will be held on September 21, 2017, at 6:00 pm at the Mukwonago Community Library

VII. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:23 pm. H. Pringle seconded. Motion carried.