

Mukwonago Community Library Board September Meeting Minutes

Meeting Date: Thursday, September 21st, 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 6:01 pm by President D. Calvey.
- B. **Roll Call and Introduction of Guests** - Present were D. Calvey, J. Bodendorfer, J. Gasser, S. Kaufman, D. Magolan, M. Penzkover, H. Pringle, N. Reichhoff, D. Whalen, and Director A. Zimmermann.
- 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 August 17, 2017. H. Pringle seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - J. Gasser made a motion to approve the expenditures as presented with one correction noted by J. Bodendorfer and submit them for payment. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle discussed the minutes from the Policy Committee meeting on 09/07. Some of the topics would be discussed as a part of the agenda later in the meeting. He also shared plans for their future meeting on 10/12. J. Bodendorfer stated that the Finance Committee met to review the preliminary budget, which was presented later in the meeting. J. Gasser reviewed the minutes from the 9/13 meeting of the Personnel Committee. Some items would be discussed as a part of the agenda, and the committee will meet again on 10/2 next meeting. 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 current year budget and WCCF balances. About 65% of the budget has been spent even though about 75% of the year has elapsed, leaving finances in a good position. The LED light project has been completed. She also shared that September is library card sign up month, gave the board information regarding programming, reviewed the migration to cloud via Amazon web services, and shared that the Friends would be providing funding in the amount of \$4,500 for various projects. An update on the Metaspaces 511 MakerSpace was also reviewed. The flooring project is completed and the room is ready for painting, finish electrical, and furniture with opening date of Nov 7 to host the Chamber of Commerce Business after Five event.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Circulation Supervisor Job Description/Hours** - A. Zimmermann shared a decision she made to reduce hours of the Circulation Supervisor based on the elimination of scheduling duties. J. Gasser made a motion to approve the revised job description including new hours. M. Penzkover seconded. During discussion, H. Pringle shared his perspective that this action could be taken independently by the director. Additional discussion occurred about whether or not items of this nature require board approval. N. Reichhoff recommended that discussion be referred to the Personnel Committee for

review. A vote was taken on the original motion. Motion carried.

- B. **Strategic Plan Discussion** - A. Zimmermann shared information regarding the formation of a plan to create a library strategic plan. She shared some information about options for consulting firms that can assist throughout the development process. The director received detailed information from two consultants. There was consensus among the board to avoid a process that put undue burden on the library director and staff to write the actual plan. The director will invite both vendors to present at the next board meeting.
- C. **Naming Rights Policy** - A. Zimmermann reviewed proposed changes to the naming rights policy. N. Reichhoff made a motion to accept the changes as presented. H. Pringle seconded. Discussion included three changes to language which were accepted as friendly amendments. Motion carried.
- D. **Library Director Evaluation** - J. Gasser shared the evaluation tool created by the Personnel Committee for the library director. Board members should return completed evaluations to the library office (Cathryn) by September 27. A. Zimmermann also provided a self-evaluation to aid the board in the completion of their evaluation.
- E. **Preliminary 2018 Budget** - A. Zimmermann and Finance Chairperson, J. Bodendorfer shared an overview of the budget for the next fiscal year. This included the request for a 2% increase from the Village of Mukwonago. The final budget will be presented again and approved in October.
- F. **Closure of Library for Staff Training** - J. Gasser made a motion to approve closure of the library on Friday, October 27. H. Pringle seconded. Motion carried.

VI. REFERRAL ITEMS

- A. N. Reichhoff recommended the personnel committee review wage increases for library staff and also a determination of which staffing changes must be brought to the board for approval.

VI. CONFIRMATION OF NEXT MEETING DATE

- B. The next meeting of the Board of Trustees will be held on Monday, October 16, 2017, at 6:00 pm at the Mukwonago Community Library.

VII. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:10 pm. S. Kaufman seconded. Motion carried.