

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

Meeting Date: Monday, October 16<sup>th</sup>, 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. Bodendorfer, J. Gasser, S. Kaufman, M. Lecock (by phone), D. Magolan, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, 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 September 21, 2017. D. Magolan seconded. Motion carried.
- E. Audit and Approval of Monthly Expenditures** - A. Zimmermann and J. Bodendorfer presented the list of monthly expenditures. There was some discussion about the costs of the makerspace equipment. There was also some discussion about the LED light project. J. Bodendorfer made motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

## II. REPORTS

- A. Committee Reports** - H. Pringle discussed the minutes from the Policy Committee meeting on 10/12. Some of the topics would be discussed as a part of the agenda later in the meeting. He also shared plans for future meetings. J. Bodendorfer stated that the Finance Committee did not meet. J. Gasser reviewed the discussion from the 10/2 meeting of the Personnel Committee. Some items would be discussed as a part of the agenda, including the director evaluation. He also shared future agenda items for the 11/6 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. She highlighted that circulation was up 4% over the previous year's month. She summarized programs including the Dance the Night Away event and technology programs (like G Suite). E-Commerce should be ready within a month. The Friends group met to help plan events for Midnight Magic. An update on the Metaspaces 511 makerspace was also reviewed. The opening date has been set for Nov 7 to host the Chamber of Commerce Business after Five. In addition, A. Zimmermann reviewed the approval by the Village for a 2% increase from the general property tax.

## IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Recommendation for revision and updated version of Emergency Policy to Emergency Procedures** - H. Pringle reviewed the proposed changes to the Emergency Policy and recreating it as Emergency Procedures. M. Penzkover made a motion to rescind the previous policy and approve the procedures as presented. D. Magolan seconded. Motion carried.
- B. Recommendation for revision and updated version of Problem Behavior Policy to Problem Behavior Procedures** - H. Pringle reviewed the new problem behavior procedures which will replace the previous Problem Behavior Policy. M. Penzkover

made a motion to rescind the previous policy and approve the procedures as presented. D. Magolan seconded. Motion carried.

- C. MetaSpace 511 Agreement Form / Policy** - A. Zimmermann shared the urgency to create a policy for use in the new makerspace area prior to the opening in November. After outlining the policy, N. Reichhoff made a motion to approve the policy as presented including an additional provision that the Library Director may fine tune the policy on an ongoing and timely manner to adjust to new and developing conditions in the use of the MetaSpace. Any such revisions will be reviewed by the Policy Committee and the MetaSpace policy will become a regular agenda item for the Committee for review until further notice and approval by the Board. J. Gasser seconded. Motion carried.
- D. Consideration of Amnesty Week (Food for Fines): October 23<sup>rd</sup> – 31<sup>st</sup>** - A. Zimmermann proposed that patrons be allowed to bring in nonperishable food items to reduce assessed fines during the week of October 23-31. This would coincide with Tackling Hunger Month. Our last event in April the library collected over 300 items with fines reduced \$1/item. J. Gasser made a motion to approve the Amnesty Week. M. Penzkover seconded. Motion carried.
- E. Discussion and possible action on the Mukwonago Community Library 2018 Budget – Second Draft** - A. Zimmermann and J. Bodendorfer shared an overview of the budget for the next fiscal year. This included the request for a 2% increase from the Village’s funding portion of the general property tax, which was approved by the Village of Mukwonago. J. Gasser made a motion to approve the budget as proposed. H. Pringle seconded. Motion carried.

## **VI. CLOSED SESSION**

- A.** J. Gasser made a motion to go into closed session pursuant to Wis. Stat. 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee over which the government body exercises jurisdiction and responsibility. H. Pringle seconded. The motion passed unanimously in a roll call vote.
- B.** The board convened into closed session at 6:40 pm. J. Gasser reviewed the results of the library direction evaluation completed by board members.
- C.** M. Penzkover made a motion to reconvene into open session. J. Gasser seconded. The motion passed unanimously in a roll call vote.
- D.** The board reconvened into open session at 6:46 pm. J. Gasser made a motion to accept the evaluation summary of the director and place it in her personnel file. M. Penzkover seconded. Motion carried.

## **VI. REFERRAL ITEMS**

- A.** H. Pringle made a referral to the Buildings and Grounds committee to study and make recommendations to ensure the security of the MetaSpace 511 area and the overall building security and access control.
- B.** J. Bodendorfer made a referral to the director to review insurance coverage necessary in conjunction with the new MetaSpace 511.

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

- A.** The next meeting of the Board of Trustees will be held on Thursday, November 16,

2017, at 6:00 pm at the Mukwonago Community Library.

**VII. ADJOURNMENT**

- A. M. Penzkofer made a motion to adjourn the meeting at 6:54 pm. J. Gasser seconded. Motion carried.