

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

Meeting Date: Thursday, November 16, 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, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, and Director A. Zimmermann.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - M. Penzkover made a motion to approve the minutes from the Board of Trustees meeting on October 16, 2017. H. Pringle 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, which has run \$1,907 over budget. A funding source for the overrun will be discussed at the next board meeting. J. Gasser made motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - There were no reports from the Policy Committee or Finance Committee since no meetings were held since the last board meeting. J. Gasser reviewed the proceedings from the 11/6 meeting of the Personnel Committee. The director's 2018 goals and objectives were discussed, as well as a performance evaluation tool for all staff. More information will be shared after the next Personnel Committee. M. Penzkover shared information from the last Building and Grounds Committee, which was held on 10/23. The main topic was after hours security and security during operation. Cameras, window film, and window alarms are being considered for MetaSpace 511. Low profile glass break alarms, lighting, and cameras are being considered for the entire library. The committee will meet on December 14 to review options and make recommendations for security upgrades.
- B. **Library Director Report** - A. Zimmermann shared information regarding a variety of topics. She highlighted that the budget is currently on track for the end of the year. Two vendors are being solicited for cost proposals for security. A larger rebate from the Focus on Energy incentives are expected. Programming and circulation are up, including MetaSpace 511 opening (approx. 100 attendees) and the Teen Lock In (27 teens attended). The Friends group is coordinating a cookie sale for Midnight Magic, and they were recently awarded the grant through the Heart of Canal Street at Potawatomi Casino in Milwaukee. Staff training was held on October 27 about customer service and active shooter situations. Programming and outreach project updates were shared.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Strategic Plan Presentation (WiLS)** - Bruce Smith and Melissa McLimans from the Wisconsin Library System presented information about the services they could provide to assist in the development of a strategic plan. Previous projects and references were shared. Cost estimates would not exceed \$8,940 for the five-phase process outlined in the memorandum of understanding provided by WiLS, which would take roughly six months. WiLS estimates that work could begin in late spring (April-May 2018).

- B. **Strategic Plan Presentation (Keister Armstrong & Assoc)** - Sarah Keister Armstrong & Associates presented information about the services her consulting firm could provide to assist in the development of a strategic plan. A sample plan and references were shared. Cost estimates would not exceed \$14,000 for the five-step process outlined in the memorandum of understanding provided, which would take roughly five months. Sarah Keister Armstrong estimated that work could begin in January 2018.
- C. **2018 Annual Addendum to Bridges Library System for CAFE Agreement** - J. Gasser made a motion to approve the addendum. M. Penzkover seconded. Motion carried.
- D. **2018 Library Closed Dates** - N. Reichhoff made a motion to approve the dates as presented. M. Penzkover seconded. Motion carried.

VI. REFERRAL ITEMS

- A. M. Penzkover made a referral to the director that a recommendation for a partner for the library's strategic plan be made at the next board meeting.
- B. M. Penzkover made a referral to the director that funding sources be identified by the director at the next meeting to address the budget overrun of MetaSpace 511 equipment.

VI. CONFIRMATION OF NEXT MEETING DATE

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

VII. ADJOURNMENT

- A. M. Penzkover made a motion to adjourn the meeting at 7:24 pm. C. Stienstra seconded. Motion carried