

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

Meeting Date: Thursday, December 21<sup>st</sup>, 2017 at 6:25 p.m.

Location: Mukwonago Community Library History Room

### **I. REGULAR ORDER OF BUSINESS**

- A. Call to Order** - The meeting was called to order at 6:25 pm by H. Pringle.
- B. Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, M. Penzkover, H. Pringle, S. Kaufman, M. Oberwise Lacock and Director A. Zimmermann. Excused were D. Whalen, D. Magolan, D. Calvey, N. Reichhoff, C. Stienstra.
- C. Comments from the Public** - None.
- D. Approval of Minutes** – J. Bodendorfer made a motion to approve the minutes from the Board of Trustees meeting on November 16<sup>th</sup>, 2017. M. Penzkover seconded. Motion carried.
- E. Audit and Approval of Monthly Expenditures** – A. Zimmermann presented the list of monthly expenditures. J. Bodendorfer noted he was happy to see the electric bills continuing to decrease. J. Gasser made a motion to approve. M. Penzkover seconded. Motion carried.

### **II. REPORTS**

- A. Committee Reports** - H. Pringle (Policy Committee) mentioned policy changes/amendments will be further discussed in new business. J. Gasser (Personnel Committee) reviewed the proceedings from the personnel committee meeting on Dec. 14<sup>th</sup> 2017. M. Penzkover (Buildings and Grounds) said the Focus on Energy rebates have all been submitted, with the funds going back into the Gollmar Trust fund. Building and Grounds will be looking at quotes from security firms with the focus being on video, access control and intrusion. Next building and grounds meeting will be held sometime in Jan. 2018.
- B. Library Director Report** – A. Zimmermann discussed a few topics, highlighting the Chamber event for the opening of MetaSpace 511 being a big success with roughly 125 people attending and 53 people back the next day. The Friends Midnight Magic cookie sale raised \$1686.66. A. Zimmermann went with Friends representatives to the December 15<sup>th</sup> Heart of Canal finale at Potawatomi Casino as the Friends have been awarded \$35,255 for use in the children’s department and the Rotary Club donated another 3D printer for use in MetaSpace 511 through their 2017 Rotary Grant. A possible Memory Café is being discussed for fall 2018 and new circulation items include a GoPro camera and ukuleles. For further info, refer to the director’s report.

### **III. NEW BUSINESS – DISCUSSION / ACTION ITEMS**

- A. Discussion on transfer of capital funds from the Gollmar Fund held at WCCF for overage amount spent on MetaSpace 511 (\$2,088.87).** Solely for discussion purposes. Bodendorfer commented that it’s fine these expenditures are coming

from the donation expenditures account and do not need to be pulled from the Gollmar Fund.

- B. 2018 Wage Resolution for adoption by the Library Board.** M. Penzkover made a motion to accept the 2018 Wage Resolution. J. Bodendorfer seconded. Motion carried.
- C. Strategic Plan Recommendation.** Discussion was had on a partner for the library's strategic planning process. A. Zimmermann commented that she would like to go forward with Sarah Keister Armstrong & Associates. M. Penzkover made a motion to hire Sarah Keister Armstrong & Associates. J. Bodendorfer seconded. M. Penzkover amended his motion to say amount not to exceed \$14,000 and funds to come from WCCF. J. Bodendorfer seconded. Motion carried. J. Gasser made note that A. Zimmermann needs to share with staff they should feel vested in the process.
- D.-H. Policy Review of Items D-H.** J. Bodendorfer made a motion to accept all changes in policies that were discussed. J. Gasser seconded. Motion carried.
- I. Library Director's Goals & Objectives for 2018.** The main goal for the library director will be the strategic plan, as well as improve work place environment and maximize efficiency and independence among staff and to provide leadership through the management of library projects intended to enhance the facility and its services. J. Bodendorfer pointed out that under Goal 3 / Objective C that it states 'on an ongoing basis monitor and evaluate any programming' as opposed to only new programming. J. Gasser motioned to accept the goals and objectives for the Library Director. M. Penzkover seconded. Motion carried.
- J. Confirm appointment of Vice-President of Board to President of Board due to resignation of current President (in accordance with Bylaws Article III, Section 5).** Due to the resignation of the current President, J. Bodendorfer motioned for H. Pringle to fill the vacant spot for the remainder of the term. M. Penzkover seconded. Motion passed, with H. Pringle abstaining.

#### **IV. REFERRAL ITEMS**

- A. Appointment of Vice President in the January 2018 meeting
- B. Expansion / Reconfiguration of MetaSpace 511
- C. Finance Committee to meet/discuss process on bill paying when a quorum is not reached at the monthly meetings.

#### **V. CONFIRM NEXT MEETING DATE - Thursday, January 18<sup>th</sup>, 2018 at 6:00 p.m.**

#### **VI. ADJOURNMENT – M. Penzkover motioned to adjourn. S. Kaufman seconded. Motion carried. Meeting adjourned at 7:07pm.**