

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

Meeting Date: Thursday, January 18, 2018 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 6:05 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, D. Magolan, M. Penzkover, D. Whalen, M. Oberwise Lacock, H. Pringle, N. Reichhoff, C. Stienstra, and Director A. Zimmermann. S. Kaufman was excused.
- 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 December 21, 2017. M. Penzkover seconded. D. Whalen requested that excused members of the board be noted in the minutes. Motion carried with D. Magolan, N. Reichhoff, C. Stienstra, and D. Whalen abstaining.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann and J. Bodendorfer presented the list of final expenditures for the 2017 budget year. J. Bodendorfer made a motion to approve the expenditures as presented. D. Magolan seconded. Motion carried. Then, the list of expenditures for January 2018 were presented. M. Penzkover made motion to approve the expenditures as presented. D. Magolan seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - There was no report from the Policy Committee since no meeting was held since the last board meeting. J. Bodendorfer mentioned that the Finance Committee had met to discuss changes to the bylaws that would allow expenditures to be approved in the absence of a regular meeting quorum. Their recommendation is included later in the agenda. J. Gasser reviewed the proceedings from the 1/10 meeting of the Personnel Committee. The director's 2018 goals and objectives were discussed, as well as a performance evaluation tool for all staff. M. Penzkover shared information from the last Building and Grounds Committee, which was held on 12/14. The main topic was security and access control. The committee is seeking proposals and will meet again to review options and make recommendations for upgrades.
- B. **Library Director Report** - A. Zimmermann shared information regarding a variety of topics. She indicated that a \$11,886 payment from Focus on Energy was received to offset the lighting replacement in the library. For the 2017 year, circulation was up 2.1%, and library programs served over 17,000 people in 2017. The library will host the State of the Village address on January 25, and the new Metaspace 511 will be featured on the Fox 6 news program, Real Milwaukee, on Thursday, February 1 from 9:00-10:00 am.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Closure of Library on March 23** - A. Zimmermann shared a plan to conduct professional development for staff on Friday, March 23, which necessitates the closure of the library. J. Gasser made a motion to approve the closure as presented. M. Penzkover seconded. Motion carried.

- B. **Revision to Board Bylaws for Bill Payment** - J. Bodendorfer summarized the proposed revision to the board bylaws that would allow outstanding bills to be approved for payment with a quorum of three members in the event that there was not a quorum present at the board's regular meeting. In such an event, no other business would be conducted. D. Whalen made a motion to approve the change to the bylaws as presented. M. Penzkover seconded. Motion carried.
- C. **Election to fill Vice President Position** - Discussion about the vacant vice-president position occurred. J. Gasser made a motion to nominate and elect D. Whalen to the vice-president position. D. Magolan seconded. Motion carried unanimously.
- D. **Libraries Transform** - A. Zimmermann shared information about the upcoming events in the Bridges Library System as a part of February's Libraries Transform initiative. MCL will hold a cultural showcase on Saturday, February 10, which is being planned by the Teen Library Council.
- E. **Process for Selection/Appointment of New Board Member** - There was a brief discussion of the process to be used to fill a vacant board position representing the Village of Mukwonago. The consensus was to address this vacancy in February.
- F. **Plaque for Former Trustee** - After a brief discussion, D. Whalen made a motion to approve up to \$100 to purchase a token of appreciation for the service of Deb Calvey as a president of the board of trustees. M. Penzkover seconded. Motion carried.

VI. CLOSED SESSION / ACTION

- A. D. Whalen made a motion to convene into closed session pursuant to Wis. Stat. 19.85(1)(c) to discuss employment, promotion, compensation, or performance of an employee. M. Penzkover seconded. Roll call vote - Motion carried.
- B. M. Penzkover made a motion to reconvene into open session. J. Gasser seconded. Roll call vote - Motion carried.
- C. J. Gasser made a motion to amend the terms of the library director's contract in Section 5, Paragraph B to read: "Effective January 18, 2018, Employee shall be eligible for three (3) weeks of vacation. All vacation requests of more than five (5) consecutive days must be approved by the Board." M. Penzkover seconded. Motion carried unanimously.

VI. REFERRAL ITEMS

- A. None.

VI. CONFIRMATION OF NEXT MEETING DATE

- A. The next meeting of the Board of Trustees will be held on Thursday, February 15, 2018, at 6:00 pm at the Mukwonago Community Library.

VII. ADJOURNMENT

- A. D. Magolan made a motion to adjourn the meeting at 7:17 pm. D. Whalen seconded. Motion carried.