

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

Meeting Date: Thursday, February 15, 2018 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 H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Gasser, S. Kaufman, D. Magolan (by teleconference), M. Oberwise Lacock, M. Penzkover, H. Pringle, N. Reichhoff (by teleconference), C. Stienstra (arrived at 6:20), D. Whalen, and Director A. Zimmermann. J. Bodendorfer was excused.
- C. **Comments from the Public** - Kathleen Usarek addressed the board and praised the level of programming and the work of the library director during the last several months. She shared comments from members of the public who have appreciated the programs, and she highlighted what she believed to be highlights. She encouraged the board to thank the Teen Library Council and the interns from the IT Academy.
- D. **Approval of Minutes** - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on January 18, 2018, with two corrections. The date of the meeting was corrected to the year "2018." In addition, the word "real" was struck from Part IV, section B. D. Whalen seconded. Motion carried with S. Kaufman abstaining.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. J. Gasser made motion to approve the expenditures as presented. M. Penzkover 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. The Finance Committee had not met either. J. Gasser reviewed the proceedings from the February 7th meeting of the Personnel Committee. The library compensation and evaluation policy will be discussed later in the meeting. The Building and Grounds Committee has not met since 12/14.
- B. **Library Director Report** - A. Zimmermann shared information regarding a variety of topics. She reviewed budget details, including the reimbursement of funds from the Potawatomi grant. She also mentioned that the building's key fobs no longer work. The Buildings and Grounds Committee will continue reviewing this. Circulation was up for January by 5.4% and 77 new library cards were issued. Use of Metaspaces 511 has been good, and the space was featured on Feb 1st on Fox 6 News, which went well. The Cultural Showcase event had over 500 attendees, and it was coordinated by the Teen Library Council and supported by the Friends. She also highlighted other upcoming programs.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Recognition of Former Trustee** - Since the former trustee was unable to attend, this item will be postponed to the March meeting.
- B. **Approval of WCCF Funds for Self-Service Fax Machine** - A. Zimmermann shared a plan to purchase a self-service faxing machine for use by patrons. The machine would also allow remote printing and scan-to-email. The total cost of the equipment is \$4,195. M.

Penzkover made a motion to approve the expenditure as presented. M. Oberwise Lacock seconded. Motion carried.

- C. **Approval of 2017 Library Annual Report** - H. Pringle summarized the process for submitting the annual report. D. Whalen made a motion to approve the annual report as presented and authorized the President of the Board of Trustees and the Library Director to sign for submission. S. Kaufman seconded. Motion carried.
- D. **Approval of 2017 Library System Effectiveness Statement** - H. Pringle summarized information about the effectiveness statement. D. Whalen made a motion to authorize the President of the Board of Trustees to sign the statement. J. Gasser seconded. Motion carried.
- E. **Adoption of Library Employee Compensation and Performance Evaluation Policy** - J. Gasser shared information about the policy that had been created by the Library Director and Personnel Committee over the past several months. The policy would guide implementation of a system to formally tie employee performance evaluation to compensation. J. Gasser made a motion to adopt the compensation and performance evaluation policy as presented. C. Stienstra seconded. Motion carried.
- F. **Review of Strategic Plan Community Survey** - H. Pringle and A. Zimmermann shared basic information about the process for the community survey. A. Zimmermann would like to address the bullet points shared in the board of trustees' packet with the consultant. It was the consensus that the survey should be better customized to the library. The final survey would be shared with the board again via email for any additional feedback.
- G. **Recommendation to Fill Vacant Trustee Position** - A. Zimmermann shared basic information about the process. She reviewed the two candidates who had submitted letters of interest. After consideration, A. Zimmermann recommended that Eliza Pautz be forwarded to the Village President for consideration.

IV. REFERRAL ITEMS

- A. None.

V. CONFIRMATION OF NEXT MEETING DATE

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

VI. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 6:57 pm. M. Penzkover seconded. Motion carried.