

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

Meeting Date: Thursday, March 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 6:02 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, S. Kaufman, D. Magolan (by teleconference), M. Oberwise Lacock, E. Pautz, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann. M. Penzkover was excused. After roll call, each board member provided an introduction to get better acquainted with one another.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on February 15, 2018. C. Stienstra seconded. Motion carried with J. Bodendorfer abstaining.
- E. **Audit and Approval of Monthly Expenditures** - J. Bodendorfer and A. Zimmermann presented the list of expenditures. M. Oberwise Lacock made a motion to approve the expenditures as presented. J. Bodendorfer seconded. Motion carried.

### **II. REPORTS**

- A. **Committee Reports** - H. Pringle noted that items from the last Policy Committee Meeting, which was held on March 1, are included later on the agenda. Since the Finance Committee has not met, there was no report. J. Gasser explained that the performance evaluation tools reviewed at the last Personnel Committee meeting on March 2 would be included later on the agenda. M. Oberwise Lacock briefly summarized the March 12 Building & Grounds Committee meeting, including the discussion about the bids for enhanced security measures. The awarding of that contract was included later in the agenda.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. About \$15,000 remains from the Potawatomi grant, which is being administered through the Friends group. The remaining funds will go towards reimagining the library's Teen Area. Circulation was up 10.9% for February with 77 new library cards being issued and 16.5% more patrons visiting the library. Over 3,000 people attended programs during the month. The Friends' Pi Day sale went well. A. Zimmermann noted that the library would be closed for training on Friday, the 23rd. Finally, the strategic planning process is moving forward. The library has received 506 responses to the community survey. The strategic planning consultant will present an update at a special meeting in April.

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

- A. **Recognition of Former Trustee** - Deb Calvey, former library board president, was present to be recognized for her service to the library. The board presented her with a small token of appreciation and thanked her in person for her contributions.

- B. **2018 Performance Evaluation Tools** - J. Gasser shared information regarding the development of the performance evaluation tools included in the board packet. He described the periodic and annual evaluation forms. J. Gasser made a motion to approve the tools as presented. C. Stienstra seconded. Motion carried.
- C. **Proposals/Bids for Building Security System** - H. Pringle explained the RFP process for access control, intrusion alarms, and video surveillance. He shared that the recommendation from the Buildings and Grounds Committee is to award the project to Tyco Integrated Security for a total price not to exceed \$53,600 with funding being provided by the Gollmar Fund. M. Oberwise Lacock made a motion to approve the award. J. Gasser seconded. Motion carried.
- D. through G. **Scheduled Review of Policies** - H. Pringle summarized the process for annual review of the following policies with no changes: Finance Policy, Finance Procedures, Fund Disbursement Policy, and Public Computer and Internet Access Policy. J. Bodendorfer made a motion to approve policies. S. Kaufman seconded. Motion carried.
- H. **Board Bylaws: Removal of Board Member for Cause** - H. Pringle shared information about rationale for inclusion of a “removal for cause” section of the board bylaws. H. Pringle made a motion to approve the revision to the bylaws as presented. M. Oberwise Lacock seconded. Motion carried.
- I. **Board Bylaws: Teleconference/Videoconference** - H. Pringle explained the rationale for including a section in the bylaws for board members to attend meetings via teleconference and videoconference. S. Kaufman made a motion to approve the revision to the bylaws as presented. C. Stienstra seconded. Motion carried.
- J. **Award of Outside Maintenance Contract** - A. Zimmermann shared information regarding the recommendation that Oliver Zimmermann be awarded a contract for summer maintenance and landscaping. J. Bodendorfer made a motion to award services to Oliver Zimmermann at a cost of \$15/hr for 20 hrs per week. M. Oberwise Lacock seconded. Motion carried.
- K. **Awarding of Lights/Motion Detection Contract** - H. Pringle explained that the Buildings and Grounds Committee has recommended that the board approve a contract to Roman Electric to install outdoor motion detectors and lights at a cost not to exceed \$3,100 from the Gollmar Fund. J. Bodendorfer made a motion to award the contract as presented. M. Oberwise Lacock seconded. Motion carried.
- L. **Trustee Essentials** - A. Zimmermann facilitated discussion regarding the first two chapters of the Trustee Essentials guidebook. The chapters focused on the job description of library trustees and rationale for citizen control of the library board.
- M. **Library of the Year Application** - H. Pringle explained his reasons why he feels that the library should be nominated for a “Library of the Year” award from the Wisconsin Library Association. There was consensus among the board that the nomination should be pursued.

#### IV. REFERRAL ITEMS

- A. N. Reichhoff referred video surveillance to the Policy Committee for discussion and potential development of a policy.
- B. H. Pringle referred the development of a “consent agenda” to the Policy Committee for

development of a process for the approval of routine items.

**V. CONFIRMATION OF NEXT MEETING DATE**

- A. The next meeting of the Board of Trustees will be held on Thursday, April 19, 2018, at 6:00 pm at the Mukwonago Community Library. A special meeting of the board will be called for the purpose of hearing a presentation from the strategic planning consultant.
  - A. Zimmermann will facilitate the identification of a date/time for that meeting.

**VI. ADJOURNMENT**

- A. D. Whalen made a motion to adjourn the meeting at 7:24 pm. S. Kaufman seconded. Motion carried.