

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

Meeting Date: Monday, April 16, 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 6:00 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, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann. Consultant Sarah Keister Armstrong was also present to share the strategic planning report.
- 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 March 15, 2018. D. Whalen seconded. Motion carried with M. Penzkover abstaining.
- E. **Audit and Approval of Monthly Expenditures** - J. Bodendorfer and A. Zimmermann presented the list of expenditures. C. Stienstra made motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the last Policy Committee had not met. J. Bodendorfer noted that the Finance Committee had not met. J. Gasser noted that the Personnel Committee will meet again the first week of May. M. Penzkover indicated that the security firm is working on the items identified as a part of the recent meetings.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. About \$16,000 remains from the Potawatomi grant, which will be used for the teen area. The installation of revised security equipment began on April 4 and is expected to be complete by the end of the month. Circulation for March was up 2.3%. The Friends had a successful Pie Day event, and they are planning additional events throughout the spring and summer. Some additional training opportunities are being pursued for different staff members to attend. Information about the Public Library System Redesign (PLSR) initiative was also shared. The director has met with all employees for periodic evaluations and identified individual goals, which will be revisited in September.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Strategic Planning Presentation** - Sarah Keister Armstrong presented information on the strategic planning process. The bulk of the presentation centered on the document entitled "Community Needs Assessment." After reviewing the results from the community survey and focus group feedback, the board engaged in a reflective activity to review the library's mission statement. In addition, a draft of potential goals and strategies to achieve those goals was presented based on the results of the survey.
- B. **Approval of Civil War Reenactment Weaponry** - A. Zimmermann reviewed the request to bring weaponry on site to the library on the evening of Thursday, May 24 to "stand guard" during a presentation on President Abraham Lincoln. M. Penzkover made a motion to approve a rare exception to the library's firearm policy to allow the display of

authentic Civil War replica weaponry (with no ammunition on site) due to the historic nature of the program on Thursday, May 24. M. Oberwise Lacock seconded. Motion carried.

IV. REFERRAL ITEMS

- A. J. Bodendorfer made a reference to the director to update the balances with WCCF. The director will send that information to the board.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next meeting of the Board of Trustees will be held on Thursday, May 17, 2018, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Bodendorfer made a motion to adjourn the meeting at 7:12 pm. M. Penzkover seconded. Motion carried.