

Mukwonago Community Library Board

Meeting Date: Thursday, May 17th
Meeting Time: 6:00 p.m.
Location: Mukwonago Community Library
511 Division Street
Community Room
Mukwonago, WI 53149
Purpose/Notes: Regular Meeting of the Library Board

Agenda

I. REGULAR ORDER OF BUSINESS

- A. Call to Order
- B. Roll Call and Introduction of Guests
- C. Comments from the Public
- D. Approval of Minutes:
 - a. April 16th, 2018
- E. Audit and Approval of Monthly Expenditures

II. REPORTS

- A. Committee Reports
 - a. Policy Committee
Last Meeting: 03/01/18 Next Meeting Date: 06/07/18
 - b. Finance Committee
Last Meeting: 01/09/18 Next Meeting to be scheduled as needed
 - c. Personnel Committee
Last Meeting: 05/10/18 Next Meeting Date: 05/22/18
 - d. Buildings and Grounds Committee
Last Meeting: 03/12/18 Next Meeting Date: 05/17/18
- B. Library Director Report

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Review of updated job description for Administrative Assistant
- B. Review of updated job description for Adult Services Librarian
- C. Review of updated job description for Circulation Clerk
- D. Review of updated job description for Circulation Supervisor
- E. Review of updated job description for Custodian
- F. Review of updated job description for Library Shelver
- G. Review of updated job description for Materials Processing Assistant
- H. Review of updated job description for Operations Supervisor
- I. Review of updated job description for Reference Assistant
- J. Review of updated job description for Technical Services Assistant
- K. Review of updated job description for Technical Services Librarian
- L. Review of updated job description for Technology Supervisor
- M. Review of updated job description for Youth Services Assistant
- N. Review of updated job description for Youth Services Librarian
- O. Consideration of Amnesty Week for the week of May 29th - June 2nd
- P. Line Item Transfer of Funds from Account #5154 - Health Insurance

- Q. Consideration of funds from the WCCF Gollmar Capital Endowment Fund for Purchase of Book Bike
- R. Approve MCL 2018 - 2021 Strategic Plan Formatted Document for Publication
- S. Approve MCL 2018 - 2021 Strategic Plan Action Steps

IV. REFERRAL ITEMS

V. CONFIRM NEXT MEETING DATE: Thursday, June 21st at 6:00 p.m.

VI. ADJOURNMENT