



**Meeting Date:** Thursday, June 21st  
**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. May 17<sup>th</sup>, 2018
  - b. June 7<sup>th</sup>, 2018 – MCL Special Strategic Planning Meeting
- E. Audit and Approval of Monthly Expenditures

### **II. REPORTS**

- A. Committee Reports
  - a. Policy Committee  
Last Meeting: 06/07/18                      Next Meeting Date: 09/12/18
  - b. Finance Committee  
Last Meeting: 01/09/18                      Next Meeting to be scheduled as needed
  - c. Personnel Committee  
Last Meeting: 06/07/18                      Next Meeting Date: 08/09/18
  - d. Buildings and Grounds Committee  
Last Meeting: 03/12/18                      Next Meeting to be scheduled as needed
- B. Library Director Report

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

- A. Board Bylaws. Addition of language re: creation of a consent agenda - Action
- B. Scheduled Review of Emergency Procedures - Action
- C. Scheduled Review of Problem Behavior Procedures - Action
- D. Scheduled Review of Display Case and Posting Policy - Action
- E. Surveillance Camera Usage Procedures - Action
- F. MetaSpace 511 Procedures. (Moved from Policy to Procedure) - Action
- G. Review of updated job description for Adult Services Librarian - Action
- H. Review of updated job description for Technical Services Librarian - Action
- I. Review of updated job description for Youth Services Librarian - Action
- J. Review / Approve funds to be used for quote received from GovHR to conduct a compensation / salary study - Action
- K. Library Board Certification of Eligibility for Exemption from County Library Tax - Action

- L. Realignment of Committee Members - Report
- M. Strategic Plan - Discussion
- N. Trustee Essentials TE3: Bylaws – Organizing the Board for Effective Action - Discussion
- O. Trustee Essentials TE4: Effective Board Meetings and Trustee Participation - Discussion

**IV. REFERRAL ITEMS**

**V. CONFIRM NEXT MEETING DATE:** Thursday, July 19<sup>th</sup> at 6:00 p.m.

**VI. ADJOURNMENT**