

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

Meeting Date: Thursday, May 17, 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, D. Magolan, M. Oberwise Lacock, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann. S. Kaufman and E. Pautz were excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on April 16, 2018. D. Magolon seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - J. Bodendorfer and A. Zimmermann presented the list of expenditures. D. Magolon made a motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the Policy Committee had not met and would meet again on June 7. J. Bodendorfer noted that the Finance Committee had not met. J. Gasser described the proceedings from the previous Personnel Committee meeting. Most of the conversation centered on the revision to library job descriptions, which were placed later on the board agenda. The committee will meet again on May 22 to discuss the completion of a salary study. M. Penzkover indicated that the Buildings and Grounds Committee had intended to meet earlier on May 17, but was not able to meet. They are continuing to work with Johnson Controls regarding the security project.
- B. **Library Director Report** - A. Zimmermann reviewed items shared in her written report and shared further information about a variety of library projects from the last month. Additional information was shared regarding the security project. Six staffing changes (retirements/resignations) are anticipated over the next several months. Circulation for the month was up 6.1%. Interest in MetaSpace 511 remains consistent. She also shared the success of the pop-up library at the Mukwonago Farmers Market where twenty items were checked out.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. through N. **Approval of Updated Job Descriptions** - J. Gasser and A. Zimmermann presented newly-created and updated job descriptions for all library positions. These job descriptions have been reviewed by the Personnel Committee and forwarded to the full board for approval. These job descriptions include the following positions:
 - Administrative Assistant
 - Adult Services Librarian
 - Circulation Clerk
 - Circulation Supervisor
 - Custodian
 - Library Shelver
 - Materials Processing Assistant

Operations Supervisor
Reference Assistant
Technical Services Assistant
Technical Services Librarian
Technology Supervisor
Youth Services Assistant
Youth Services Librarian

A formal organizational chart was also created and shared with the board. D. Whalen made a motion to approve the job descriptions as presented. M. Penzkover seconded. Motion carried.

- O. **Approval of Amnesty Week for May 29 to June 2** - A. Zimmermann explained a request to waive fines for patrons who bring in a non-perishable food items for the Mukwonago Food Pantry during an "Amnesty Week" from May 29 to June 2. D. Magolon made a motion to approve the amnesty week. C. Stienstra seconded. Motion carried.
- P. **Line Item Transfer of Budgeted Funds from Account #5154** - A. Zimmermann explained that a personnel change resulted in a savings in employee health insurance. The budgetary change would result in a \$4,000 reduction to Health Insurance (#5154) with a transfer of \$1,500 to Supplies (#5311), \$1,500 to AV Materials (#5329), and \$1,000 to Training/Travel (#5335). M. Penzkover made a motion to approve the budget transfer. J. Gasser seconded. Motion carried.
- Q. **Approval of Book Bike Purchase** - A. Zimmermann explained the rationale to fund the purchase of a book bike to continue expanding the pop-up library concept. A book bike could be taken to a number of local events and festivals. There was some discussion about the proper allocation of funds, liability associated with use of the bike, and other policies needed. M. Penzkover made a motion to acknowledge support for the purchase of a book bike not to exceed \$4,500 from the library's operational budget or donations. M. Oberwise Lacock seconded. Motion carried.
- R. **Discussion of Strategic Plan Document** - A. Zimmermann shared a draft of the document from Sarah Keister-Armstrong that incorporates feedback from the library board and library employees. Some board members indicated a desire to further refine the goals. H. Pringle made a motion to table discussion of the strategic plan items until a Special Meeting of the board on Thursday, June 7, at 6:00 pm. C. Stienstra seconded. Motion carried.
- S. **Discussion of Strategic Plan Action Steps** - See item above.

IV. REFERRAL ITEMS

- A. H. Pringle referred a discussion about the security project with Johnson Controls be added to the agenda for the next board meeting.
- B. J. Gasser recommended that committee assignments for board members be listed on the agenda for the next board meeting.

V. CONFIRMATION OF NEXT MEETING DATE

- A. A special meeting of the board will be held on Thursday, June 7, at 6:00 pm at the Mukwonago Community Library. The next regular meeting of the Board of Trustees will be held on Thursday, June 21, 2018, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Whalen made a motion to adjourn the meeting at 6:57 pm. M. Oberwise Lacock seconded. Motion carried.