

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

Meeting Date: Thursday, June 21, 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, D. Magolan, M. Oberwise Lacock, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra (by teleconference), and Director A. Zimmermann. J. Gasser, S. Kaufman, E. Pautz, and D. Whalen were excused.
- C. Comments from the Public** - None.
- D. Approval of Minutes** - D. Magolan made a motion to approve the minutes from the Board of Trustees meeting on May 17, 2018. M. Penzkover seconded. Motion carried. M. Penzkover made a motion to approve the minutes from the special Board of Trustees meeting on June 7, 2018. D. Magolan seconded. Motion carried with J. Bodendorfer abstaining.
- E. Audit and Approval of Monthly Expenditures** - J. Bodendorfer and A. Zimmermann presented the list of expenditures. J. Bodendorfer made motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. Committee Reports** - H. Pringle briefly shared the proceedings of the June 7 Policy Committee. Many of items discussed are included later on the agenda for approval. J. Bodendorfer noted the Finance Committee had not met. H. Pringle briefly shared the proceedings from the last Personnel Committee meeting on June 7. The minutes were also included in with the trustee packet. The Buildings and Grounds Committee had not met.
- B. Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. The budget is on track for the year, although a little behind on fine collection based on budget. The donations balance is inflated due to reimbursement of some outstanding projects that have not yet been paid. A. Zimmermann and a small group from the Buildings and Grounds Committee met with Johnson Controls to resolve lingering concerns with the security improvements. However, little explanation was offered, although a punchlist of final tasks was drafted. Roman Electric installed additional outside lighting.

Other highlights of the report included the following. Mulch and flowers were donated by the McAdams family. Circulation was down for the month of May, although study room usage has increased. The Friends group has agreed to fund more than half of the book bike. They will also be sponsoring the Backyard Bash in August. The summer library program has set records for participation. Over 1,300 children and almost 400 adults are signed up. There are almost 600 students signed up for the Bedtime Math program.

Finally, information about the Public Library System Redesign (PLSR) process was

shared. Trustees should provide input via a survey about the potential restructuring of the state's library systems. A. Zimmermann will send out information.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Board Bylaws. Additions of language re: creation of a consent agenda**- H. Pringle explained the changes to the Board Bylaws that creates a “consent agenda” for items that do not require discussion. There was some discussion about what type of items would be put on the consent agenda. M. Penzkover made a motion to approve the revisions as presented. D. Magolan seconded. Motion carried.
- B. **Scheduled Review / Approval of Emergency Procedures** - H. Pringle and A. Zimmermann reviewed the emergency procedures. No changes were proposed by the Policy Committee. There was some discussion about the action steps for the active shooter procedures. M. Penzkover made a motion to approve the Emergency Procedures as presented. M. Oberwise Lacock seconded. Motion carried.
- C. **Scheduled Review / Approval of Problem Behavior Procedures** - A. Zimmermann explained the proposed changes to the procedure regarding proper restroom usage. J. Bodendorfer made the motion to approve the changes as presented. D. Magolan seconded. Motion carried.
- D. **Scheduled Review / Approval of Display Case and Posting Policy** - H. Pringle and A. Zimmermann reviewed the display case and posting policy. No changes were proposed by the Policy Committee. M. Penzkover made a motion to approve the display case policy. D. Magolan. Motion carried.
- E. **Approval of Surveillance Camera Usage Procedures** - H. Pringle explained the rationale for the policy in light of the new cameras installed as a part of the security improvements. There was some discussion regarding the impact to personnel and signage for patrons. M. Penzkover made a motion to approve the procedure after removing Part IV, Section A and substituting the video surveillance section from library's Confidentiality policy. After discussion, M. Penzkover rescinded his original motion and made a motion to table the policy until further review by the director, staff, and the Policy Committee. D. Magolan seconded. Motion carried.
- F. **Approval of Metaspaces 511 Procedures** - A. Zimmerman explained the changes to the policy, including the change to a procedure that can be more easily modified by the director. M. Penzkover made a motion to approve the policy as presented with the correction of one typo in Part II, Section K (“user” instead of “use”). M. Oberwise Lacock seconded. Motion carried.
- G. through I. **Approval of Updated Job Descriptions** - A. Zimmermann explained the additions to the job descriptions of the three librarian positions (Adult Services, Technical Services, and Youth Services). M. Penzkover made a motion to approve the job descriptions as presented. D. Magolan seconded. Motion carried.
- J. **Review/Approve funds to be used for quote received from GovHR to conduct a Compensation / Salary Study** - A. Zimmermann explained the background of the compensation study and shared the quote from GovHR to provide the study. There was significant discussion about the purpose of the study and the frequency of future studies. N. Reichhoff made a motion to approve the use of funds from the general budget to contract with GovHR to complete the study. M. Penzkover seconded. Motion carried.

- K. **Library Board Certification of Eligibility for Exemption from County Library Tax** - H. Pringle explained that the proposal would authorize him to sign paperwork regarding tax exemptions. D. Magolan made a motion to authorize the board president to sign the exemption form. M. Penzcover seconded. Motion carried.
- L. **Realignment of Board Committee Membership** - H. Pringle explained that there have been some requests from board members to change assignments to committees. Assignments were included in the packet.
- M. **Discussion of Strategic Plan** - A. Zimmermann reviewed the proceedings from the special board meeting regarding the strategic plan. Board members still had concerns about the quality of the final strategic planning document. There was lengthy discussion about how to proceed in light of information provided from the consultant. There was consensus that A. Zimmermann would work with Sarah Keister-Armstrong to address these concerns by explaining the board's expectation to produce a document similar to the samples provided during the original review of proposals. It was agreed that a committee of the board would meet with the consultant to develop overarching goals for the plan. Those goals would then be brought back to the entire board for approval. Then, a staff committee would work with the consultant to turn the goals into action steps and establish a timeline for completing those tasks. The final document would be brought back to the library board for final approval. A. Zimmermann and H. Pringle will facilitate the process and keep the rest of the board updated.
- N. **Trustee Essentials TE3: Bylaws – Organizing the Board for Effective Action** - Discussion was tabled until the next meeting.
- O. **Trustee Essentials TE4: Effective Meetings & Trustee Participation** - Discussion was tabled until the next meeting.

IV. REFERRAL ITEMS

- A. J. Bodendorfer referred a review of surveillance and expectation of privacy be added to the next Personnel Committee agenda. In addition, he asked that the library director review signage in the library regarding video recording.
- B. M. Oberwise Lacock referred a review of driving/transportation in job descriptions to the Personnel Committee.
- C. H. Pringle referred concerns about access to the book drop to the Buildings and Grounds Committee.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, July 19, 2018, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Bodendorfer made a motion to adjourn the meeting at 7:43 pm. M. Penzcover seconded. Motion carried.