

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

Meeting Date: Thursday, July 19, 2018 at 6:00 p.m.

Location: Mukwonago Community Library History Room

I. REGULAR ORDER OF BUSINESS

- A. **Call to Order** - The meeting was called to order at 6:01 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Gasser, S. Kaufman, M. Lacock (departed at 6:53 p.m.), D. Magolan, E. Pautz, H. Pringle, N. Reichhoff (by teleconference), C. Stienstra, D. Whalen, and Director A. Zimmermann. J. Bodendorfer and M. Penzkover were excused.
- C. **Comments from the Public** - Amy Mueller, the coordinator of Shake, Rattle, and Roll programs for toddlers, commented on the successes of the library and the library director.
- D. **Approval of Minutes** - C. Stienstra made a motion to approve the minutes from the Board of Trustees meeting on June 21, 2018. M. Lacock seconded. Motion carried with J. Gasser, S. Kaufman, E. Pautz, and D. Whalen abstaining.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. J. Gasser made a motion to approve the expenditures as presented. D. Magolan seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle stated the Policy Committee had not met. The committee will meet again on September 12. The Finance Committee had not met. H. Pringle stated that the committee should meet soon to start the budget process. J. Gasser shared that the Personnel Committee had not met since the last meeting. The committee will meet again on August 9 to review the Personnel Policy and referral items. H. Pringle stated that the Buildings/Grounds Committee had not met, but should meet soon to discuss security system and referral items. Finally, the planning committee met on July 3 and information is included in New Business on the agenda. The minutes were also included in with the trustee packet.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. Several random donations have been received by the library to support programs. The budget is on track for the year (51.5% spent), including a couple of new expenses related to security and the compensation study. The security system has been completed, and A. Zimmerman is working with the company to eliminate some finance charges. Circulation is up 5.8% for June. The Teen Library Council has grown, and the group is meeting every Monday in the summer. The TLC is coordinating some programs this fall. The APL meeting took place the previous week and discussed the resource library arrangement with Waukesha Public Library. MetaSpace 511 will be featured at the Milwaukee Maker Faire in September at State Fair Park. A. Zimmermann is working on a partnership with the Big Bend and Eagle libraries to begin a Memory Cafe offered to people living with memory loss, Alzheimer's disease, and dementia. The GovHR compensation study project is progressing.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approve Mission/Goals/Strategies Document** - H. Pringle shared the background of the strategic planning documents. A planning committee was formed to review the documents with Sarah Keister-Armstrong. The committee is satisfied with the revised product that came out of that meeting, which was shared with the board as a part of the packet. If the board approves the mission, vision, and strategies, then the next step will be for staff to develop an action plan and timeline to accomplish each strategy or objective. That plan will come back to the board for final approval. After discussion, it was decided to change the word “Goals” to “Priorities.” It was also decided to create measurable indicators with each strategy or objective. J. Gasser made a motion to approve the revisions as presented. D. Whalen seconded. Motion carried.
- B. **Public Library System Redesign Discussion** - H. Pringle and A. Zimmermann shared additional information about the PLSR process. All trustees are encouraged to complete the PLSR public survey, which is open through July 22nd (survey feedback timeframe was extended from July 20th to midnight on July 22nd).
- C. **Election of MCL Board Officers**- H. Pringle explained that the terms of the board officer positions are out of sequence and do not follow the alternating arrangement that would be typically followed. Current appointment dates for the positions of president and vice president are below.
 - President H. Pringle - Elected Dec 2017
 - Vice President D. Whalen - Elected Jan 2018J. Gasser made a motion to approve term extensions for H. Pringle and D. Whalen until July 2020. E. Pautz seconded. Motion carried.
- D. **Trustee Essentials TE3: Bylaws** - H. Pringle and A. Zimmermann reviewed information on the board bylaws and organization. The board reviewed the discussion questions for the section of the *Trustee Essentials*.
- E. **Trustee Essentials TE4: Board Meetings/Participation** - H. Pringle and A. Zimmermann reviewed information on board meetings and participation. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

IV. REFERRAL ITEMS

- A. E. Pautz referred a review of officer elections to determine if the elections of president and vice-president should be staggered.
- B. H. Pringle referred a review of the library director salary and benefits as a part of the evaluation process.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, August 16, 2018, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Magolan made a motion to adjourn the meeting at 7:26 pm. E. Pautz seconded. Motion carried.