

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

Meeting Date: Thursday, August 16, 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 6:01 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, D. Magolan, E. Pautz, H. Pringle, N. Reichhoff, D. Whalen, and Director A. Zimmermann. S. Kaufman, M. Lacock, M. Penzkover, and C. Stienstra 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 July 19, 2018. D. Whalen 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. Gasser made motion to approve the expenditures as presented. J. Bodendorfer 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 date of the meeting may change based on availability of the members. The Finance Committee had not met. J. Bodendorfer stated that the committee will meet soon to start the budget process. D. Whalen shared that the Personnel Committee had met on August 9. A process for a closed session personnel committee meeting to review the performance evaluation of the library director was discussed. The committee will meet again to take up that topic on September 13. H. Pringle stated that the Buildings/Grounds Committee had not met. Finally, the planning committee had also not met.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. She provided an update on the GovHR compensation study, which should be completed by August 20. There are ongoing concerns with the intrusion alarm system displaying false alarms. It is expected that the system will be repaired beginning the week of August 20. After staff resignations for the weekend cleaning positions, a cleaning service will be used beginning in September. Circulation is up 1.5% for the month. The total participation in the summer reading program was just shy of 2,000 children and adult participants. The Friends of the Library raised \$900 through their annual rummage sale. A community "winters' farmers market" will be held at the library Nov through Apr on the second and fourth Saturdays. A. Zimmermann was also asked to be the chair the Wisconsin Library Association Outreach Services committee. All trustees are reminded to attend the Bridges trustees' dinner on Tuesday, October 2.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approval of "A Valid Driver's License is required" as a Job Requirement** - Based on the recommendation of the Personnel Committee, N. Reichhoff made a motion to add "A valid driver's license is required" to the following job descriptions: Library Director,

Operations Supervisor, Administrative Assistant, Adult Services Librarian, Technical Services Librarian, Youth Services Librarian, Youth Services Assistant, Technology Supervisor, and Circulation Supervisor. D. Whalen seconded. Motion carried.

- B. **Approve Library 2018-2021 Strategic Plan Document** - A. Zimmermann shared information about the strategic planning document that was formed with input from the staff. There was significant discussion about the action steps associated with each strategy or priority area. There was consensus that the revised document was a marked improvement over the previous plan document that was presented to the board in June. J. Bodendorfer made a motion to approve the MCL 2018-2021 Strategic Plan as presented, including the newly outlined action steps. D. Magolan seconded. Motion carried.
- C. **Trustee Essentials TE5: Hiring a Library Director** - H. Pringle and A. Zimmermann reviewed information on the hiring process for the library director position. The board reviewed the discussion questions for the section of the *Trustee Essentials*.
- D. **Trustee Essentials TE6: Evaluating the Library Director** - H. Pringle and A. Zimmermann reviewed information on how to properly evaluate a library director. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

IV. REFERRAL ITEMS

- A. None.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, September 20, 2018, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Whalen made a motion to adjourn the meeting at 6:51 pm. J. Gasser seconded. Motion carried.