

# Mukwonago Community Library Board September **APPROVED** Meeting Minutes

Meeting Date: Thursday, September 20, 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, S. Kaufman, M. Lacock, D. Magolan, E. Pautz, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on August 16, 2018. C. Stienstra seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - J. Bodendorfer and A. Zimmermann presented the list of expenditures. D. Magolan made motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

## II. REPORTS

- A. **Committee Reports** - H. Pringle stated the Policy Committee had not met. The committee will meet again on October 4 to review policies on rotation and referral items. The Finance Committee met on September 6. J. Bodendorfer shared some challenges about the budget process, and the committee will share an update at the next meeting. J. Gasser shared that the Personnel Committee had met on September 13. He reviewed topics discussed, including the results of the GovHR compensation study. Another Personnel Committee meeting will be scheduled to discuss the results of the director evaluation. J. Gasser distributed copies of the director evaluation tool to the board members with a deadline of next Thursday, September 24. M. Penzkover stated that the Buildings/Grounds Committee had not met, but the group would meet regarding outstanding issues in October.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. She shared that the library did not receive the Library of the Year award. The budget is on track with 67% spent. The security system is now working correctly. Circulation statistics continue to be up from last year. The Teen Library Council continues to be active in programming and promoting activities. The library is now using LEAP software for automation and circulation. The Friends group continues to be active in supporting the library. The library had presence at the school open houses as school began.

## III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Evaluation Method and Instrument for Library Director** - H. Pringle and J. Gasser reviewed the use of the evaluation tool for the library director. All evaluations are due back to the library office by September 24 so the Personnel Committee can review the results.
- B. **Trustee Essentials TE7: Library Board and Library Personnel** - H. Pringle and A. Zimmermann reviewed information on the library board's interaction with library

personnel. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

- C. **Trustee Essentials TE8: Developing the Library Budget** - H. Pringle and A. Zimmermann reviewed information on how to develop the library budget. 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, October 18, 2018, at 6:00 pm at the Mukwonago Community Library.
- B. Additional meetings were set for the following dates:
  - Special Board Meeting - Wednesday, October 3 - 6:00 pm
  - Finance Committee - Monday, October 8 - 5:30 pm
  - Buildings and Grounds Committee - Monday, October 15 - 5:30 pm
  - Policy Committee - Monday, October 29 - 1:00 pm

#### **VI. ADJOURNMENT**

- A. D. Whalen made a motion to adjourn the meeting at 7:15 pm. M. Penzkover seconded. Motion carried.