

Mukwonago Community Library Board October **APPROVED** Special Meeting Minutes

Meeting Date: Wednesday, October 3, 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 6:05 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 (by teleconference), C. Stienstra, D. Whalen, and Director A. Zimmermann. S. Kaufmann, M. Lacock, and M. Penzkover were excused. Joellen Cademartoni Earl, representative from GovHR, was also in attendance.
- C. **Notice of Closed Session** - H. Pringle announced that the board would go into closed session pursuant to Wisc. Stat. 19.85(1)(c) to discuss the performance evaluation and compensation of the library director.
- D. **Comments from the Public** - None.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **GovHR Compensation and Salary Study Report** - Joellen Cademartoni Earl from GovHR explained the process used to complete the salary and benefits study. Fifteen comparable libraries were selected to participate in a survey of salary and benefits provided for different job descriptions. It was noted that the “Operations Supervisor” position was missing and should be added to the first tier of supervisors and advanced technical positions.
- B. **Approval of Salary Ranges for MCL Employees** - D. Whalen made a motion to approve the salary ranges as presented after adding “Operations Supervisor” to the second tier of supervisors and advanced technical positions. D. Magolan seconded. Motion carried.

III. CLOSED SESSION

- A. H. Pringle made a motion for the board to go into closed session pursuant to Wisc. Stat. 19.85(1)(c) to discuss the performance evaluation and compensation of the library director. D. Whalen seconded. Roll call vote. Motion unanimously carried.
- B. J. Gasser made a motion to reconvene in open session pursuant to Wisc. Stat. 19.85(2) to consider action on matters discussed in closed session. D. Magolan seconded. Roll call vote. Motion unanimously carried.
- C. D. Whalen made a motion to increase the Library Director salary by \$5,000 as a performance-based adjustment beyond the cost-of-living salary increase provided to other employees for the fiscal year 2019. C. Stienstra seconded. Motion carried.
- D. J. Gasser made a motion to approve the Library Director’s 2018 performance evaluation as presented. C. Stienstra seconded. Motion carried.

IV. REFERRAL ITEMS

- E. 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.

VI. ADJOURNMENT

- A. D. Magolan made a motion to adjourn the meeting at 6:54 pm. H. Pringle seconded.
Motion carried.