



Meeting Date: Thursday, November 15th
Meeting Time: 6:00 p.m.
Location: Mukwonago Community Library
511 Division Street
Community Room
Mukwonago, WI 53149
Purpose/Notes: Regular Meeting of the Library Board

Agenda

I. REGULAR ORDER OF BUSINESS

- A. Call to Order
- B. Roll Call and Introduction of Guests
- C. Announcement of closed session pursuant to **Wisc. Stat. 19.85(1) (c)** to discuss the merit-based, one-time increases for MCL employees, over which the government body exercises jurisdiction and responsibility. You are further notified that at the end of the Closed Session, a motion will be made to reconvene in open session pursuant to **Wisc. Stat. 19.85(2)** to consider possible action on matters discussed in closed session.
- D. Comments from the Public
- E. Approval of Minutes:
 - a. October 18th - Regular Board Meeting Minutes
- F. Audit and Approval of Monthly Expenditures

II. REPORTS

- A. Committee Reports
 - a. Policy Committee
Last Meeting: 10/29/18 Next Meeting Date: 01/09/19
 - b. Finance Committee
Last Meeting: 10/08/18 Next Meeting to be scheduled as needed
 - c. Personnel Committee
Last Meeting: 11/06/18 Next Meeting to be scheduled as needed
 - d. Buildings and Grounds Committee
Last Meeting: 10/15/18 Next Meeting to be scheduled as needed
- B. Library Director Report

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Personnel Policy, Section II, Item A: Approve addition of language “Prescribing duties and compensation of all library employees “to the Primary Responsibilities of the Library Board – Discussion/Action
- B. Personnel Policy, Section II, Item B: Approve addition of language “including selecting all library material according to policies approved by the Board” to the Primary Responsibilities of the Library Director – Discussion/Action

- C. Personnel Policy, Section III, Item C: Approve addition of language 'It has been and shall continue to be library policy to recognize the competence and ability of applicants for employment and existing employees' to the Equal Employment Opportunity Policy Statement – Discussion/Action
- D. Personnel Policy, Section III, Item D: Approve elimination of "Regular employees are those employees who have successfully completed their orientation period" and remaining sections in which the term "regular" is used – Discussion/Action
- E. Personnel Policy, Section III, Item D: Approve addition of language under Employment Classifications – Discussion/Action
- F. Personnel Policy, Section III, Item G: Approve new section entitled Voluntary Termination / Resignation – Discussion/Action
- G. Personnel Policy, Section III, Item H: Approve new section entitled Reasonable Accommodation Policy – Discussion/Action
- H. Personnel Policy, Section IV, Item J: Approve new language under Personal Appearance – Discussion/Action
- I. Personnel Policy, Section IV, Item Q: Approve new language "Cost of alcoholic beverages shall not be reimbursed" – Discussion/Action
- J. Personnel Policy – Section IV, Item C: Approve new section entitled Meals and Rest Periods – Discussion/Action
- K. Personnel Policy – Section IV, Item F: Approve new language under Absence/Tardiness – Discussion/Action
- L. Personnel Policy – Section IV, Items L and M: Approve addition of language 'Please see the Library Position Compensation and Performance Evaluation Policy for more details' to Work Performance and Employee Evaluations and Salary Increases – Discussion/Action
- M. Personnel Policy – Section IV, Item R: Approve addition of language 'The employee must have approval from the Library Director prior to purchasing – Discussion/Action
- N. Personnel Policy – Section V under Harassment: Approve new language 'If the allegation is against the Library Director, please refer the allegation to the Chairperson of the Personnel Committee – Discussion/Action
- O. Personnel Policy – Section V, Item E: Approve the replacement of Village Administrator with Library Director under 'Harassment Complaint Procedure' and the replacement of Village Administrator with the Library Board's Personnel Committee under 'Responsibility of Library Director' – Discussion/Action
- P. Personnel Policy – Section V, Item K: Approve the removal of Village Administrator from Social Media Use procedures – Discussion/Action
- Q. Personnel Policy – Section V, Item O: Approve new language to indicate use of video surveillance on library premises – Discussion/Action
- R. Personnel Policy – Section VI, Item D: Approve new language to indicate the elimination of sick leave payout benefits upon retirement of new employees hired on or after January 1st, 2014. – Discussion/Action
- S. Personnel Policy – Section VII, Item C: Approve new language to include 'Health Reimbursement Accounts (HRA) – Discussion/Action
- T. Scheduled Review of Theft of Library Materials Policy: Approve revision to Section A, Paragraph 3 to replace "book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, letter, public

record, microform, sound recording, audiovisual materials, in any format, magnetic or other tapes, electronic data processing records, artifacts, or other documentary, written or printed records” with the word “item” – Discussion/Action

- U. Scheduled Review of Public Space Usage Policy: Approve the removal of “100 Acre Hideout” from Section I, Paragraph 17 and Section II, Paragraph 3 – Discussion/Action
- V. Scheduled Review of Board Vacancy Procedure: Approve new language for Paragraph 3 “All interested candidates must submit either a resume or letter of interest to the Library Director. The Library Board of Trustees and the Library Director will review the resumes or letters, conduct interviews if necessary, and select a candidate for recommendation in a timely manner” – Discussion/Action
- W. Library Board Bylaws: Approve the recommendation to sequence the Board Officer Terms of Office allowing the President and Secretary to be elected in even number years and the Vice-President and Treasurer to be elected in odd number years. – Discussion/Action
- X. Approve 2019 Calendar of Holiday Closings – Discussion/Action
- Y. 2019 Annual Addendum to the Bridges Library System (Member Library & CAFÉ Agreements) – Discussion/Action
- Z. 2019 Wage Resolution for adoption by the Library Board – Discussion/Action
- AA. 2019 Library Director’s Goals and Objectives – Discussion/Action
- BB. Approve December 2018 Library Director’s Vacation – Discussion/Action
- CC. Consider changing or canceling MCL Library Board’s December 20th Meeting Date – Discussion/Action
- DD. Trustee Essentials TE11: Planning for the Library’s Future – Discussion
- EE. Trustee Essentials TE12: Library Standards - Discussion

IV. ANNOUNCEMENT OF CLOSED SESSION

Please take notice the Library Board of Mukwonago Community Library will convene into closed session pursuant to **Wis. Stat. 19.85(1) (c)** to discuss the merit-based, one-time increases for MCL employees, over which the government body exercises jurisdiction and responsibility.

You are further notified that at the end of the Closed Session, a motion will be made to reconvene in open session pursuant to **Wisc. Stat. 19.85(2)** to consider possible action on matters discussed in closed session.

V. REFERRAL ITEMS

VI. CONFIRM NEXT MEETING DATE: Thursday, December 20th, 2018

VII. ADJOURNMENT