

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

Meeting Date: Thursday, October 18, 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 6:00 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Gasser, S. Kaufman, M. Lacock (by teleconference), D. Magolan, E. Pautz (arrived at 6:03), H. Pringle, N. Reichhoff, D. Whalen, and Director A. Zimmermann. J. Bodendorfer, M. Penzkover, and C. Stienstra were excused.
- 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 September 20, 2018. D. Magolan seconded. Motion carried. D. Whalen made a motion to approve the minutes from the Board of Trustees special meeting on October 3, 2018. D. Magolan seconded. Motion carried with S. Kaufman abstaining.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. D. Whalen made motion to approve the expenditures as presented. S. Kaufman seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle stated the Policy Committee had not met. The committee will meet again on October 29 to review policies on rotation and referral items. The Finance Committee met on October 8. H. Pringle shared that the committee created the budget which will be presented later in the meeting. J. Gasser shared that the Personnel Committee had met on September 13, and a meeting was set for November 6. The committee will review the Personnel Policy and set goals and objectives for the library director. A. Zimmermann stated that the Buildings/Grounds Committee had met on October 15. A request for proposal will be created for HVAC maintenance. In addition the committee discussed the creation of a facility study, including the children's area and the book drop.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. She shared that circulation was down 3.8% for September. The Teen Library Council is meeting weekly and creating some programs for teens. The library is now using LEAP software to meet patron's needs wirelessly. Network security is also being reviewed. A. Zimmermann reviewed a variety of outreach programs and training opportunities.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Mukwonago Community Library Budget 2019** - A. Zimmerman presented the 2019 budget. After discussion, J. Gasser made a motion to approve the budget as presented. D. Magolan seconded. Motion carried.
- B. **Trustee Essentials TE9: Managing the Library's Money** - H. Pringle and A. Zimmermann reviewed information on the library budget. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

- C. **Trustee Essentials TE10: Developing Essential Library Policies** - H. Pringle and A. Zimmermann reviewed information on library policies. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

IV. REFERRAL ITEMS

- A. D. Whalen referred discussion about performance based payments to staff to the next Personnel Committee meeting.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, November 15, 2018, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:02 pm. N. Reichhoff seconded. Motion carried.