



Meeting Date: Thursday, January 17th, 2019
Meeting Time: 6:00 p.m.
Location: Mukwonago Community Library
511 Division Street
History Room
Mukwonago, WI 53149
Purpose / Notes: Regular Library Board Meeting

Agenda

I. REGULAR ORDER OF BUSINESS

- A. Call to Order
- B. Roll Call and Introduction of Guests
- C. Comments from the Public
- D. Approval of Minutes:
 - a. Regular Library Board Meeting – November 15th, 2018
 - b. Audit and Approval of Expenditures Meeting – December 20th, 2018
- E. Audit and Approval of Monthly Expenditures

II. REPORTS

- A. Committee Reports
 - a. Building and Grounds Committee
Last Meeting: 10/15/18 Next Meeting to be scheduled as needed
 - 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. Policy Committee
Last Meeting: 01/09/19 Next Meeting Date: 02/11/19
- B. Library Director Report

III. NEW BUSINESS - DISCUSSION / ACTION ITEMS

- A. Confidentiality & Privacy Policy. Change language under 'Items to Hold' in Section 'Access to Accounts and Patron Responsibility' to "Items placed on hold for library patrons are shelved for pick-up in the public areas of the Library." - Action
- B. Confidentiality & Privacy Policy. Change language under Section 'Illegal activity prohibited and not protected' from "exercising its right to enforce its Rules of Behavior" to "exercising its right to enforce its Code of Conduct". - Action

- C. Donation of Materials Policy. Change languages under Section #7 to “The Library Director may spend up to \$2,000 of donated funds monthly on a single item purchase without prior Board approval. Such spending shall be reported as part of the monthly financial report to the Board. Spending in excess of \$2,000 from this account on a single item purchase requires prior Board approval.” - Action
- D. Materials Selection Policy. Change the Mission and Goals to correlate with MCL’s 2018-2021 Strategic Plan. - Action
- E. Materials Selection Policy. Change language under Section ‘Responsibility for Selection’ to “The Adult Services, Youth Services and Technical Services Librarians”. - Action
- F. Materials Selection Policy. Eliminate the following language in second paragraph under Section ‘Donations and Gifts’: “Gifts of non-library materials ordinarily will not be accepted.” - Action
- G. Circulation Policy. Change language under Section VI. Interlibrary Loans, Item E to “Fines for overdue Interlibrary Library materials are \$1.00 per day. Replacement costs are at the discretion of the owning library.” - Action
- H. Circulation Policy. Change language under Section VII. Holds, Item B to “There is a limit of 40 total holds for all library materials, except Blu-ray and Interlibrary Loan. Blu-ray and Interlibrary Loan holds are limited to 5 titles. Fines for overdue material are \$1.00 per day. Replacement costs are at the discretion of the owning library.” - Action
- I. Circulation Policy. New Item created under Section IX. Overdue Materials dealing with the handling of payments to the library rejected due to insufficient funds and associated fees - Action
- J. Approve Library Closure for In-Service Staff Training on Friday, May 3rd- Action
- K. Approve Naming Rights of Small Bookshelf in Memory of Ralph and Helen Sargeant
- L. Trustee Essentials TE11: Planning for the Library’s Future – Discussion
- M. Trustee Essentials TE12: Library Standards - Discussion

IV. REFERRAL ITEMS

V. CONFIRM NEXT MEETING DATE: Thursday, February 21st at 6:00 p.m.

VI. ADJOURNMENT