

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

Meeting Date: Thursday, November 15, 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 6:03 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, M. Lacock, D. Magolan, E. Pautz, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen (arrived at 6:22 pm), and Director A. Zimmermann. S. Kaufman and M. Penzkover were excused.
- C. **Announcement of Closed Session** - H. Pringle announced that the Board would go into closed session pursuant to Wisc. Stat. 19.85(1)(c) and will reconvene pursuant to Wisc. Stat. 19.85(2) to consider possible action on matters discussed in closed session.
- D. **Comments from the Public** - None.
- E. **Approval of Minutes** - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on October 18, 2018. M. Lacock seconded. Motion carried.
- F. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. J. Bodendorfer made motion to approve the expenditures as presented. D. Magolan seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle stated the Policy Committee had met on October 29. The committee forwarded several items that are on the agenda for this meeting. The next meeting will be held January 9 to review additional policies in the rotation. The Finance Committee had not met since the last meeting. J. Gasser shared that the Personnel Committee had met on November 6, and several items have been forwarded to the full board for approval. H. Pringle stated that the Buildings/Grounds Committee had not met.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. She shared information on fund reserves. Circulation was up 0.2% for October, and some work is being done to educate program participants about the items available for circulation in the library. The Mini Maker Fest was a success, as was the first anniversary celebration for MetaSpace 511.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. through S. **Changes to the Personnel Policy** - A. Zimmermann presented the proposed changes to the Personnel Policy that were forwarded from the Personnel Committee. M. Lacock made a motion to approve the combined changes to the policy (see attached listing). J. Gasser seconded. Motion carried.
- T. **Theft of Library Materials Policy** - H. Pringle reviewed the proposed changes to the policy. D. Whalen made a motion to approve the changes to the policy (see attached listing). E. Pautz seconded. Motion carried.
- U. **Public Space Usage Policy** - H. Pringle reviewed the proposed changes to the policy. J. Gasser made a motion to approve the changes to the policy (see attached listing). M. Lacock seconded. Motion carried.
- V. **Board Vacancy Procedure** - H. Pringle reviewed the proposed changes to the policy. J. Gasser made a motion to approve the changes to the policy (see attached listing). C.

Stienstra seconded. Motion carried.

- W. **Library Board Bylaws** - H. Pringle reviewed the proposed changes to the bylaws to indicate a staggered term for the executive board members. D. Magolan made a motion to approve the changes to the policy (see attached listing). E. Pautz seconded. Motion carried.
- X. **Approval of 2019 Library Closing Calendar**- A. Zimmermann reviewed the proposed dates for closure of the library. D. Whalen made a motion to approve the dates as presented. D. Magolan seconded. Motion carried.
- Y. **Approval of 2019 Addendum to Bridges of Library System Agreements** - H. Pringle and A. Zimmermann reviewed addendum to the library system agreements. C. Stienstra made a motion to approve the agreements and authorize the President and Secretary to sign the agreement as presented on behalf of the board. J. Bodendorfer seconded. Motion carried.
- Z. **Approval of 2019 Wage Resolution** - A. Zimmermann reviewed the contents of the wage resolution in the format that is required by the Village. M. Lacock made a motion to approve the resolution and authorize the President to sign the resolution as presented on behalf of the board. J. Gasser seconded. Motion carried.
- AA. **Approval of 2019 Library Director Goals and Objectives** - J. Gasser reviewed the list of objectives presented by the Personnel Committee. J. Gasser made a motion to approve the Library Director goals and objectives as presented and to direct the Personnel Committee to meet quarterly with the Director to review goals. M. Lacock seconded. Motion carried.
- BB. **Approval of December 2018 Director Vacation** - A. Zimmermann reviewed the request for 2 weeks of vacation. D. Whalen made a motion to approve the Director's vacation request. D. Magolan seconded. Motion carried.
- CC. **Library Board December Meeting Date** - H. Pringle shared rationale to change the December meeting to a short meeting with a smaller quorum requirement to only authorize payment of expenditures. Four members committed to a short meeting at 1:00 pm on Thursday, December 20. J. Gasser made a motion to approve the change to the December meeting date. M. Lacock seconded. Motion carried.
- DD.to EE. **Trustee Essentials TE9: Managing the Library's Money** - E. Pautz made a motion to table these two items until the January Meeting. C. Stienstra seconded. Motion carried.

III. CLOSED SESSION

- A. D. Whalen made a motion for the board to go into closed session pursuant to Wisc. Stat. 19.85(1)(c) to discuss the merit-based, one-time bonuses for MCL employees, over which the government body exercises jurisdiction and responsibility. M. Lacock seconded. Roll call vote. Motion unanimously carried.
- B. D. Whalen made a motion to reconvene in open session pursuant to Wisc. Stat. 19.85(2) to consider action on matters discussed in closed session. C. Stienstra seconded. Roll call vote. Motion unanimously carried.
- C. J. Bodendorfer made a motion to approve the five merit-based bonuses as presented by the Library Director. C. Stienstra seconded. Motion carried.

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, December 20, 2018, at 1:00 pm at the Mukwonago Community Library for the purposes of a short meeting with a smaller quorum requirement to only authorize payment of expenditures.

VI. ADJOURNMENT

A. C. Stienstra made a motion to adjourn the meeting at 7:14 pm. E. Pautz seconded.
Motion carried.

Personnel Policy Changes Items A – S

- 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