



**Meeting Date:** Thursday, February 21<sup>st</sup>, 2019  
**Meeting Time:** 6:00 p.m.  
**Location:** Mukwonago Community Library  
511 Division Street  
Community 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 – January 17<sup>th</sup>, 2019
- E. Audit and Approval of Monthly Expenditures

#### **II. REPORTS**

- A. Committee Reports
  - a. Building and Grounds Committee  
Last Meeting: 10/15/18                      Next Meeting: 02/21/19
  - 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. Policy Committee  
Last Meeting: 01/09/19                      Next Meeting to be scheduled as needed
- B. Library Director Report

#### **III. NEW BUSINESS - DISCUSSION / ACTION ITEMS**

- A. Approve 2018 Library State Annual Report / Authorize Board President and Library Director to sign – Action
- B. Approve 2018 Library System Effectiveness Statement - Action
- C. Budget Amendment: Allocate \$5,000 from Line Item 5328 (Books) to Line Item 5330 (The Thingery) – Action
- D. Review the Request for Proposal for HVAC and Preventive Maintenance - Action
- E. Trustee Essentials TE9: Managing the Library's Money
- F. Trustee Essentials TE10: Developing Essential Library Policies

#### **IV. REFERRAL ITEMS**

**V. CONFIRM NEXT MEETING DATE:** Thursday, March 21<sup>st</sup> at 6:00 p.m.

#### **VI. ADJOURNMENT**