

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

Meeting Date: Thursday, January 17, 2019 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 6:02 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, S. Kaufman, D. Magolan, E. Pautz, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann. M. Lacock was excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - J. Bodendorfer made a motion to approve the minutes from the Board of Trustees meeting on November 15, 2018, with addition of "TE10: Developing Essential Library Policies" to the DD. and EE. outline. M. Penzkover seconded. Motion carried. J. Bodendorfer made a motion to approve the minutes from the Board of Trustees meeting on December 20, 2018. C. Stienstra seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. There was some discussion of how to code non-text items purchased for circulation. The board will consider a budget amendment in February. M. Penzkover made motion to approve the expenditures as presented. J. Bodendorfer seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - M. Penzkover noted that the Buildings and Grounds Committee is working on two RFPs for a space study and HVAC. The space study RFP has been sent out to vendors/consultants and the Building & Grounds Committee will come together to review the RFPs once they are received. There was no report from the Finance Committee or Personnel Committee. The Policy Committee met on January 9, 2019, and the discussion items are included in agenda below. The next meeting will be February 11, 2019.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. The 2018 budget numbers are not final yet, dependent on audit and final adjustments with a final expected in February. Donations have been received based on perception of library in community. \$4,000 has been raised for the Culture Showcase to support 34 various exhibitors/presenters. Overall circulation for 2018 was up 2.6% for the year. The Farmers' Market has brought in between 250-300 people per weekend and has led to additional library cards being issued. Both the State of the Village and a Memory Cafe event will be January 24.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. through I. **Changes to the Confidentiality & Privacy, Donations of Materials, Materials Selection, and Circulation Policies** - H. Pringle presented the proposed changes to the four policies that were forwarded from the Policy Committee. D. Whalen made a motion to approve the combined recommended changes to the following policies: Confidentiality & Privacy Policy, Donation of Materials Policy, Materials Selection Policy, and Circulation Policy. D. Magolan seconded. Motion carried.

- J. **Approval of Library Closure for May 3, 2019** - A. Zimmermann reviewed the proposed plans to close the library for staff training and professional development. J. Gasser made a motion to approve the closure. M. Penzkover seconded. Motion carried.
- K. **Approval of Naming Rights** - A. Zimmermann referenced a request to designate the naming of a small bookshelf in memory of Ralph and Helen Sargeant. C. Stienstra made a motion to approve the naming. S. Kaufman seconded. Motion carried.
- L. to M. **Trustee Essentials TE11: Planning for the Library's Future and TE12: Library Standards** - H. Pringle and A. Zimmermann reviewed information on the applicable topics. The board reviewed the discussion questions for the sections of the *Trustee Essentials*.

IV. REFERRAL ITEMS

- A. The addition of two parts of the *Trustees Essentials* (TE9: Managing the Library's Money and TE10: Developing Essential Library Policies) were referred to the next meeting after being tabled in November.
- B. H. Pringle referred the creation of a public records policy to next Policy Committee meeting.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, February 21, 2019, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Bodendorfer made a motion to adjourn the meeting at 6:50 pm. E. Pautz seconded. Motion carried.