

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

Meeting Date: Thursday, February 21, 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 6:06 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann. S. Kaufman and D. Magolan were excused.
- C. **Comments from the Public** - Kathleen Usarek was present to comment on the Cultural Showcase. She shared rave reviews of the event and urged the library to continue the program.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on January 17, 2019. M. Penzkover seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. J. Gasser made motion to approve the expenditures as presented. E. Pautz seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - M. Penzkover noted that the Buildings and Grounds Committee met earlier in the evening. One item, the HVAC RFP, was on the agenda for later in the meeting. The next meeting will be in March to review facility plans. The Finance Committee had not met. The Personnel Committee had not met, but will meet on March 21 at 5:00 pm to discuss the quarterly review of the director. The last meeting of the Policy Committee was cancelled, but the group will meet again on March 4 at 1:00 pm to review the next set of policies for the quarter.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. The 2018 budget numbers are now final. Discussion of the HVAC proposal is on the agenda. The Wi-Fi issues have been addressed, which also included the installation of a firewall. There are some plumbing issues that are being addressed. Circulation was down 6.8% for January, partially due to closing due to inclement weather.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approval of the 2018 Library Annual Report** - J. Gasser made a motion to approve the annual report and authorize the director and board president to sign the document. D. Whalen seconded. Motion carried.
- B. **Approval of 2018 Library Effectiveness Statement** - H. Pringle reviewed the purpose of the statement on the library system. M. Penzkover made a motion to approve the evaluation statement. M. Lacock seconded. Motion carried.
- C. **Budget Amendment for “The Thingery”** - H. Pringle reminded the board of the need for the budget amendment to separate out expenses for non-text items for the collection. J. Bodendorfer made a motion to approve the budget amendment. C. Stienstra seconded. Motion carried.

- D. **Review RFP for HVAC and Preventative Maintenance** - M Penzkover explained the rationale for the request for proposal for an 18-month initial contract with renewal options. Additional requests include emergency repairs and a provision for bidding out large repairs. The start date for the contract will be June 1, 2019. Proposals will be reviewed by the board at an upcoming meeting.
- E. to F. **Trustee Essentials TE9: Managing the Library's Money and TE10 Developing Essential Library Policies:** - H. Pringle and A. Zimmermann reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

IV. REFERRAL ITEMS

- A. The Buildings and Grounds committee referred the purchase of a laser engraver for MetaSpace 511 to an upcoming board meeting.
- B. The date of the April board meeting was referred to the next board meeting.

V. CONFIRMATION OF NEXT MEETING DATE

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

VI. ADJOURNMENT

- A. D. Whalen made a motion to adjourn the meeting at 6:47 pm. M. Penzkover seconded. Motion carried.