

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

Meeting Date: Thursday, March 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 6:05 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, J. Gasser, S. Kaufman, M. Lacock, E. Pautz, H. Pringle, N. Reichhoff, C. Stienstra, D. Whalen, and Director A. Zimmermann. D. Magolan (by teleconference at 6:10) and M. Penzkofer were excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - E. Pautz made a motion to approve the minutes from the Board of Trustees meeting on February 21, 2019. C. Stienstra seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. J. Bodendorfer made motion to approve the expenditures as presented. J. Gasser seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - A. Zimmermann noted that the Buildings and Grounds Committee met on March 14. A recommendation for the facilities study is on the agenda later tonight. The laser engraver purchase was also discussed, and it is on the agenda. The next meeting will be on April 10. The Finance Committee had not met. J. Gasser reviewed the Personnel Committee proceedings from earlier in the evening. The Policy Committee met on March 4. All business from that meeting is placed on the agenda later.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. She shared the potential of a donation from a couple of community organizations. The new Wi-Fi system has worked very well. Circulation was down 2% in February and is already down 4.5% for the year. The library submitted a grant through the Bridges Library System for library improvement and innovation. An audit for ADA accessibility was conducted, and the results will be shared with the board later.

III. CONSENT AGENDA

- A. to D. **Scheduled Review of Policies** - H. Pringle shared the Finance Policy, Fund Disbursement Policy, Finance Procedure, and Performance Evaluation Tools and Procedures were reviewed by the Policy Committee with no recommended changes. Through discussion, it was determined that no action or consent was necessary since the policies were unchanged.

IV. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approval of Funds for Laser Engraver** - J. Gasser summarized the discussion regarding

the purchase of a laser engraver at the Buildings and Grounds meeting. J. Gasser made a motion to approve funds not to exceed \$20,000 from the WCCF building fund to purchase a laser engraver. C. Stienstra seconded. Motion carried.

- B. **Rescheduling of April Board of Trustees Meeting** - H. Pringle reviewed the idea of rescheduling the April meeting due to many trustees unable to attend the scheduled date. J. Gasser made a motion to move the April meeting to April 25, 2019, at 6:00 pm. S. Kaufman seconded. Motion carried.
- C. **Approval of Amnesty Week for April 7 to April 13** - A. Zimmermann explained a request to waive fines for patrons who bring in a non-perishable food item for the Mukwonago Food Pantry and Mt. Olive during an "Amnesty Week" from April 7 to 13 (National Library Week). E. Pautz made a motion to approve the amnesty week. M. Lacock seconded. Motion carried.
- D. **Discussion of Expansion of Library Hours on Fridays** - A. Zimmermann explained the rationale for the request to expand hours on Fridays from 5:00 pm to 6:00 pm. D. Whalen made a motion to approve the expanded hours as noted beginning April 5. M. Lacock seconded. Motion carried.
- E. **Discussion of Expansion of Library Hours on Sundays** - A. Zimmermann explained the rationale for the request to open on Sundays from 1:00 pm to 4:00 pm during the school year for a pilot beginning April 7 and through May 26. J. Gasser made a motion to approve the expanded hours as noted. D. Whalen seconded. Motion carried.
- F. **Changes to Public Computers and Internet Policy** - H. Pringle explained the proposed changes to the policy to remove a requirement for children to have written parental permission on file. M. Lacock made a motion to make the revisions as proposed. C. Stienstra seconded. Motion carried.
- G. **Changes to Circulation Policy** - H. Pringle explained the proposed changes to the circulation policy to make modifications in regard to the "Thingery." M. Lacock made a motion to make the revisions as proposed. C. Stienstra seconded. Motion carried.
- H. **Approval of Facility/Space Needs Study** - J. Gasser made a motion to approve a contract with Engberg Anderson to conduct a facilities/space needs analysis not to exceed \$50,000 from the WCCF building fund. M. Lacock seconded. J. Gasser reviewed the discussion of the RFP process for a facility study by the Buildings and Grounds Committee. Motion carried.
- I. **to J. Trustee Essentials TE13: Library Advocacy and TE14: Library Board & Open Meetings Law:** - H. Pringle made a motion to table the *Trustee Essentials* to the next meeting. E. Pautz seconded. Motion carried.

V. REFERRAL ITEMS

- A. None.

VI. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, April 25, 2019, at 6:00 pm at the Mukwonago Community Library.

VII. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:26 pm. E. Pautz seconded. Motion carried.