

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

Meeting Date: Thursday, April 25, 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 6:00 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, E. Brill, J. Gasser, S. Kaufman, M. Lacock, D. Magolan (by teleconference), E. Pautz, H. Pringle, N. Reichhoff, C. Stienstra, and D. Whalen, and Director A. Zimmermann.
- 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 March 21, 2019. M. Lacock seconded. Motion carried. M. Lacock made a motion to approve the minutes from the special Board of Trustees meeting as corrected on April 9, 2019. E. Pautz seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann presented the list of expenditures. J. Bodendorfer noted that some Amazon orders had sales tax charged. This will be addressed by library staff. J. Bodendorfer made motion to approve the expenditures as presented. D. Whalen seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds Committee met on April 17. A recommendation for the HVAC agreement is on the agenda later. The Finance Committee had not met. J. Gasser reviewed the Personnel Committee proceedings from March 21. The Policy Committee has not met. The next meeting is scheduled for June 12.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. The budget is on track for this point in the year. Some minor maintenance issues have emerged within the building, including loose carpet tiles. Circulation is down 2.4%, but April is currently 12% down from last year. However, the number of library cards issued was up. A community stakeholder group meeting will take place on Tuesday, May 14, along with a board meeting that night to review feedback in regards to the facilities study. The Friends group is moving forward with their annual rummage sale, and the group has made some donations for library programming. The book bike will make its debut at the Farmers' Market on May 8. The library will be closed Friday, May 3 for staff training. A draft of a library communications plan has been shared with the board and will be discussed at the next board meeting.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approval Allowable Costs Worksheet** - H. Pringle summarized the need to approve the costs worksheet. J. Bodendorfer made a motion to approve the allowable costs worksheet as presented. M. Lacock seconded. Motion carried.
- B. **Approve Library Director Vacation Request** - A. Zimmermann reviewed her request for July 2-17 as vacation. D. Whalen made a motion to approve the vacation as requested. C. Stienstra seconded. Motion carried.
- C. **Approval of HVAC Contract** - H. Pringle explained the process the Buildings and Grounds

used to review the proposals received for HVAC emergency services and preventative maintenance. The committee is recommending a three-year contract with Grunau Company. J. Bodendorfer made a motion to approve the contract as presented. J. Gasser seconded. Motion carried.

- D. to E. **Trustee Essentials TE13: Library Advocacy and TE14: Library Board and Open Meetings** - 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. H. Pringle made a referral to the Policy Committee to explore the board term expiration dates and include those dates in the bylaws.
- B. H. Pringle made a referral to the Policy Committee to review the date of the board meetings as outlined in the bylaws.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be a special meeting for facilities on Tuesday, May 14, 2019, at 6:30 pm. The next regular meeting will be held on Thursday, May 16, 2019, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Bodendorfer made a motion to adjourn the meeting at 6:45 pm. E. Pautz seconded. Motion carried.