

# Mukwonago Community Library Board May **APPROVED** Meeting Minutes

Meeting Date: Thursday, May 16, 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 E. Brill, J. Gasser, S. Kaufman, M. Lacock, D. Magolan, E. Pautz, H. Pringle, N. Reichhoff, C. Stienstra, and D. Whalen, and Director A. Zimmermann. J. Bodendorfer was excused. Alex Ramsey and Joe Huberty were present from Engberg Anderson Architects.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on April 25, 2019. M. Lacock 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. Brill seconded. Motion carried.

## II. REPORTS

- A. **Committee Reports** - H. Pringle noted that no committees had met since the last board meeting. The Policy Committee is the only group with a meeting on the calendar. The group will meet again on June 12, 2019.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. The budget was currently at 34.4%, which is in line expectations. The Village is moving to electronic budgeting and accounts payable, which will impact library expenditure procedures. Circulation was down again in April, but is currently up for May. The library was closed on Friday, May 3, for staff training which went well. The library will begin a seed library project. The Friends rummage sale will be held in July in conjunction with Maxwell Street Days and the balloon festival. Summer hours will begin Memorial Day weekend. The summer library program will begin after the school year ends.

## III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Facilities & Space Needs Study Update** - Alex Ramsey and Joe Huberty, representatives from Engberg Anderson, shared draft documents with the board. The board members discussed the findings and provided feedback for the architects.
- B. **Approval of MCL 2019-21 Communications Plan** - A. Zimmermann reviewed the communications plan, which was included in the packet. The goal of the plan is to provide a framework for all library communications, including branding and consistency for formatting. D. Magolan made a motion to approve the plan as presented. E. Pautz seconded. Motion carried.
- C. **MCL Trustee Membership to Wisconsin Library Association** - A. Zimmermann and H. Pringle shared the benefits of a trustee being a member of WLA. Bridges will pay for the membership fee of one trustee. J. Gasser made a motion to approve D. Whalen as the representative for WLA membership. M. Lacock seconded. Motion carried.
- D. **Library Board Certification of Eligibility for Exemption** - H. Pringle explained the

importance of certification for exemption from the library tax. J. Gasser made a motion to approve the certification and direct the president to sign the document. C. Stienstra seconded. Motion carried.

- E. **Approval of Library Director Attendance at ALA National Convention** - H. Pringle explained the importance for the library director to attend national conference. H. Pringle made a motion to approve the attendance of the library director at the ALA Convention. E. Pautz seconded. Motion carried.

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

- A. None.

#### **V. CONFIRMATION OF NEXT MEETING DATE**

- A. The next regular meeting of the Board of Trustees will be held on Thursday, June 20, 2019, at 6:00 pm at the Mukwonago Community Library.

#### **VI. ADJOURNMENT**

- A. D. Whalen made a motion to adjourn the meeting at 7:48 pm. D. Magolan seconded. Motion carried.