

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

Meeting Date: Thursday, June 20, 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 6:04 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were J. Bodendorfer, E. Brill, J. Gasser (arrived at 6:16 pm), S. Kaufman, M. Lacock (arrived at 6:42 pm via teleconference), E. Pautz, H. Pringle, N. Reichhoff, C. Stienstra, and D. Whalen, and Director A. Zimmermann. D. Magolan was excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - C. Stienstra made a motion to approve the minutes from the Board of Trustees meeting on May 16, 2019. S. Kaufman seconded. Motion carried. J. Bodendorfer abstained.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. J. Bodendorfer made motion to approve the expenditures as presented. C. Stienstra seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that Buildings and Grounds, Finance, and Personnel Committees had not met since the last board meeting. The Policy Committee met on June 12, 2019, and items related to that meeting are on the agenda.
- B. **Library Director Report** - A. Zimmermann shared information about a variety of library projects from the last month. She reported a donation to cover improvements for landscaping, including mulch. The budget is at expected levels based on the time of the year. Engberg Anderson will continue work in August with next steps related to the facility plan, but there will be a report to the board in July with an update. Circulation was up in May by 2.9%, but circulation is about 20% down so far in June. Many activities have taken place so far in the summer. The summer reading program is serving over 1,300 students so far. A. Zimmermann will be attending the ALA convention in Washington, D.C. Preliminary discussions are beginning for the coming budget year.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Nominations of Officers** - H. Pringle gave a background on the need to nominate board members for the position of secretary (July 2019-July 2020) and treasurer (July 2019-July 2021). This will help to ensure that there are staggered terms for these positions. H. Pringle called for nominations for secretary, and D. Whalen nominated E. Pautz for the position. E. Brill seconded. There were no further nominations for secretary. H. Pringle called for nominations for treasurer, and J. Gasser nominated S. Kaufman for the position. D. Whalen seconded. There were no further nominations for treasurer.
- B. **Board Bylaws: Article II, Section 1** - H. Pringle described the proposed change to the board bylaws proposed by the Policy Committee. D. Whalen made a motion to revise the section to state, "Three-year board appointments run through June with new terms starting on July 1." C. Stienstra seconded. Motion carried.
- C. **Board Bylaws: Article IV, Section 1** - H. Pringle described the proposed change to the

board bylaws proposed by the Policy Committee. E. Pautz made a motion to revise the section changing regular board meetings to the second Thursday of each month at 6:00 pm beginning September 12, 2019. J. Gasser seconded. Motion carried.

- D. to E. **Trustee Essentials TE15: Library Board and Public Records and TE16: Ethics and Conflicts of Interest** - 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. None.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, July 18, 2019, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. C. Stienstra made a motion to adjourn the meeting at 7:02 pm. S. Kaufman seconded. Motion carried.