

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

Meeting Date: Thursday, August 15, 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 6:02 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Gasser, S. Kaufman, M. Lacock (arrived at 6:18 p.m.), M. Penzkover, H. Pringle, C. Stienstra, and Director A. Zimmermann. D. Magolan, E. Pautz, and D. Whalen were excused. Also in attendance was Alexandra Ramsey from Engberg Anderson.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** – M. Penzkover made a motion to approve the minutes from the Board of Trustees meeting on Thursday, July 18, 2019. E. Brill seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. J. Gasser made a motion to approve the expenditures as presented. S. Kaufman seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds, Finance, Personnel, and Policy Committees had not met since the last board meeting. The Building and Grounds Committee is scheduled to meet on 08/26/19. The Finance Committee is scheduled to meet on 08/27/19. The Policy Committee is scheduled to meet on 09/5/19. A. Zimmermann will work with the Personnel Committee Chairperson to schedule an upcoming Personnel Committee meeting.
- B. **Library Director Report** - A. Zimmermann shared information about the 2019 budget. The 2019 budget does show a few areas in red but there is monies available from other line items. A preliminary version of the 2020 budget is prepared and ready to present to the Finance Committee. A new projector was purchased due to continued issues with the original Community Room projector. It was mentioned that the new projector could be considered a capital expense so that will be coming back to the full Board in September. Circulation was down 9% in June compared to June of 2018 though July was up 1.2% compared to last year. The Summer Library programs were all well-received. Registrants increased minimally as compared to last year for the children's and teens and registrants for the adult program significantly dropped as compared to last year. A. Zimmermann will be working closely with the department heads prior to next year's program to understand how to improve on this. On the library system level, Hoopla, a new web and mobile library media streaming platform, is being piloted to replace Reference USA and an app for CAFE catalog is being pursued. A. Zimmermann reminded the trustees about the annual Bridges Library System Trustees Dinner at the Ingleside Hotel on Wednesday, September 25th from 5-8pm. The Friends of the Library's annual rummage sale raised \$1600 and they continue to support the library with their generous donation of funds for needed library enhancements. At the beginning of August the department heads and administrative staff visited Beloit Public Library to see firsthand the implementations that Mukwonago is moving towards. Craig the Technology

Supervisor attended the Play, Make, Learn Conference in Madison and he returned to MCL with several ideas. There have been several community speaking opportunities within Mukwonago that have highlighted what MCL has to offer the community. On November 1st, Beloit Public Library Director Nick Dimassis and MCL Director Angie Zimmermann will be speaking at the Director's Retreat regarding "From Desks to Service Points: Why Sitting is Not Serving." MCL is also continually contacted from other libraries as a resource regarding new implementations and initiatives such as MetaSpace 511, The Thingery, and the Explore Passes. A. Zimmermann also shared how through the American Library Association's Public Policy and Bridges Library System, Mukwonago Community Library may receive a visit from Senator Tammy Baldwin for a library tour.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Update and Presentation by Engberg Anderson on MCL Facilities Study:** Alexandra Ramsey of Engberg Anderson shared a brief presentation on the current status of the MCL Space Needs/Facilities study. She covered various topics concerning the planning context and the long-term space needs as well as the next steps of the project. The design charette process will take place on September 19th and Director Zimmermann will work with the staff, the Board, and community stakeholders to pull everyone together for this day. Engberg Anderson will come back and present before the Board during the October and November meetings with two final recommendations being made before the Board on November 14th.
- B. **Approve Library Closure for In-Service Staff Training Day on Friday, October 25th:**
 - A. Zimmermann requested that the library be closed Friday, October 25th for a staff in-service training day. Motion by C. Stienstra to approve closure of the library on Friday, October 25th. M. Penzkover seconded. Motion carried.
- C. **Approve continuation of Sunday openings (1:00 - 4:00 pm) during the school year:**
 - Motion by E. Brill for the continued Sunday hours (1:00 – 4:00 pm) Labor Day through Memorial Day. M. Lacock seconded. Motion carried.
- D. **Trustee Essentials TE17: Membership in the Public Library System and TE18: Library Board Appointments and Composition** - 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. M. Penzkover made a referral for the September meeting to consider changing library closing hours Monday through Friday to 8:00 p.m. A. Zimmermann will bring information and statistics to the September Board meeting.
- B. H. Pringle made a referral for Outlook training for the Board of Trustees to occur at the September meeting. The Outlook training will replace the review of the DPI Trustee Essentials during this meeting.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, September 12th, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 7:19 pm. M. Lacock seconded.
Motion carried.