



**Meeting Date:** Thursday, September 12<sup>th</sup>, 2019  
**Meeting Time:** 6:00 p.m.  
**Location:** Mukwonago Community Library  
511 Division Street  
Community Room  
Mukwonago, WI 53149  
**Purpose / Notes:** Regular Library Board Meeting

## Agenda

### **I. REGULAR ORDER OF BUSINESS**

- A. Call to Order
- B. Roll Call and Introduction of Guests
  - a. Welcome to New Board Member / School District Liaison: Jim Darin, Principal of Mukwonago High School
- C. Comments from the Public
- D. Approval of Minutes:
  - a. Regular Library Board Meeting – August 15<sup>th</sup>, 2019
- E. Audit and Approval of Monthly Expenditures

### **II. REPORTS**

- A. Committee Reports
  - a. Building and Grounds Committee  
Last Meeting: 08/26/19                      Next Meeting to be scheduled as needed
  - b. Finance Committee  
Last Meeting: 08/27/19                      Next Meeting to be scheduled as needed
  - c. Personnel Committee  
Last Meeting: 09/03/19                      Next Meeting to be scheduled as needed
  - d. Policy Committee  
Last Meeting: 09/05/19                      Next Meeting: 10/02/19
- B. Library Director Report

### **III. NEW BUSINESS - DISCUSSION / ACTION ITEMS**

- A. Update on MCL Strategic Plan 2019-2021 – Discussion
- B. Approve Library Director's Final Week of Vacation for 2019 – Action
- C. Relocation/Elimination of Reference Desk and replace with Service Station – Action
- D. Consider Reclassification of the Purchase of the New Projector from Operating Costs to Capital Costs and to be taken from the WCCF Building Fund – Action
- E. Evaluation methods / instruments to be utilized for Library Director's 2019 Performance Evaluation – Action

- F. Review/Discussion of Surveillance Camera Usage Procedure – Action
- G. Microsoft Outlook Training/Review for Trustees – Discussion

**IV. REFERRAL ITEMS**

**V. CONFIRM NEXT MEETING DATE:** Thursday, October 10<sup>th</sup> at 6:00 p.m.

**VI. ADJOURNMENT**