



**Meeting Date:** Thursday, October 10<sup>th</sup>  
**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
- C. Comments from the Public
- D. Approval of Minutes:
  - a. Regular Library Board Meeting – September 12<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: 10/02/19                      Next Meeting to be scheduled as needed
  - c. Personnel Committee  
Last Meeting: 09/30/19                      Next Meeting to be scheduled as needed
  - d. Policy Committee  
Last Meeting: 10/01/19                      Next Meeting: 12/05/19
- B. Library Director Report

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

- A. Review of Surveillance Camera Usage Procedures – Action
- B. Review of Records Retention Policy Draft – Action
- C. Evaluation methods / instruments to utilize for Library Director’s 2019 Performance Evaluation – Action
- D. 2020 Proposed Employee Organizational Chart – Action
- E. Consideration of Amnesty Week (Food for Fines): November 10<sup>th</sup> – 17<sup>th</sup> - Action
- F. Mukwonago Community Library 2020 Budget
- G. Trustees Essentials TE19: Library Director Certification
- H. Trustees Essentials TE20: The Library Board and Building Accessibility

### **IV. REFERRAL ITEMS**

**V. CONFIRM NEXT MEETING DATE:** Thursday, November 14<sup>th</sup>, 2019

### **VI. ADJOURNMENT**