

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

Meeting Date: Thursday, September 12, 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. Darin, J. Gasser, S. Kaufman, M. Lacock, D. Magolan, H. Pringle, and D. Whalen, and Director A. Zimmermann. E. Pautz arrived at 6:03pm. M. Penzkover and C. Stienstra were excused.
- C. Comments from the Public** - None.
- D. Approval of Minutes** - M. Lacock made a motion to approve the minutes from the Board of Trustees meeting on Thursday, August 15, 2019. D. Magolan seconded. Motion carried. E. Pautz and D. Whalen abstained.
- E. Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. J. Gasser made motion to approve the expenditures as presented. E. Brill seconded. Motion carried.

II. **REPORTS**

- A. Committee Reports** - J. Gasser briefly summarized the Building and Grounds Committee meeting from August 26. Several recommendations are included later on the agenda to include the transfer of expenditure of the new projector and eliminating the idea of a closed desk area and removal of reference desk. Next meeting has not been scheduled at this time.

The Finance Committee met on August 27, S. Kaufman briefly summarized the preliminary 2020 budget discussion which will be reviewed again following the Village Board meeting. The next meeting will be in late September/early October and has yet to be scheduled.

The Personnel Committee meeting was held on September 3. D. Whalen explained at the last meeting that the modifications to the current library structure are being analyzed to demonstrate the cross-training and shared responsibilities that follow national trends. D. Whalen also briefly mentioned that this year's instrument to evaluate the library director is being discussed and is included later on the agenda. The next meeting will be held on September 30.

H. Pringle noted that six policies were discussed at the last Policy Committee on September 5, one is on the agenda to review for this evening and that being the Surveillance Camera Usage Procedures. H. Pringle noted that also discussed was the forthcoming Records Retention policy of which a draft version shall be presented at the next Policy Committee meeting on October 2nd.

- B. Library Director Report** - A. Zimmermann shared information regarding the budget, though line items are in the red the library is still on task for 2019 spending. Jerry Anich generously donated \$1200 from a fundraiser he hosted locally. Engberg Anderson will be hosting a Design Charrette to take place on 9/19 where staff and the public will be able to give input on options. At 5:30 pm there will be a "wrap-up discussion" with

library leadership. Circulation was down 8.2% for August, putting the library down 3.7% thus far for the year. September is national library card month and education is being conducted to inform the public regarding how funding is dispersed for the library. The programs (Youth-Adult) continue to be very well received and attended. Outreach continues with MetaSpace 511's presence at the Milwaukee Maker Faire 9/14-9/15 as well MCL's book bike will be in attendance at Mukwonago's Fall Fest and has been present every week at the Farmers' Market. MCL was present at all Mukwonago School District Open Houses. A. Zimmermann will continue to work with J. Darin to have more collaboration within the Mukwonago School District. MCL has now resumed the Fall/Winter hours, with much praise and thanks for being open on Sunday from 1-4pm. Due to the extensive analysis regarding the usage of the reference desk as well as staff cross-training it is on the agenda this evening to consider elimination of the reference desk and create a service station in its place. Regarding the communications plan the branding guidelines will be the next step in creating a uniform template for marketing.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Update on MCL Strategic Plan 2019 - 2021** - A. Zimmermann lead a discussion which centered around the strategic plan updates. Currently MCL has updated the public feedback form and staff is working on updating ways to assess programs within MetaSpace 511. Partnerships continue for the adult population. The Teen Library Council is strong and is working with the high school to increase attendance to the library as well as to ensure students know they are valued. MCL has begun the endeavor of branding to ensure uniformity across the organization. D. Whalen and A. Zimmermann continue to invoke a partnership with Mukwonago Historical Society (MHS) and it was noted that there are artifacts which need to be assessed in partnership with MHS. Staff cross-training at MCL continues and a competency evaluation will be conducted for staff to ensure staff are comfortable with this role. This cross-training will allow more time to be focused on the librarians' skills rather than have them at the reference desk. A. Zimmermann also continues to offer outside conferences for library staff.
- B. Approve Library Director's Final Week of Vacation for 2019** - A. Zimmermann reviewed her request for November 4 - 8 as vacation, this will utilize her final third week. J. Gasser made the motion to approve the Library Director's final week of vacation for 2019 as presented. D. Whalen seconded. Motion carried.
- C. Relocation/Elimination of Reference Desk and replace with Service Station with use of the WCCF Building Fund** - A. Zimmermann explained that the stationary reference desk is an antiquated idea that is often seen as an intimidating barrier. A roaming reference service station demonstrates flexibility and allows staff to become engaged with patrons more readily and creates a welcoming environment. Elimination of the reference desk would follow national trends within libraries and put more emphasis on the skills and expertise of the librarians. The cost of this total project both removal and purchasing of furniture is to not exceed \$9,000 and would be completed utilizing the endowment funds. A. Zimmermann reached out to Engberg and found them agreeable with the removal of the reference stating that area is prime real estate within MCL. If this passes

the Department of Public Works will be contacted to store the counter while an action plan is created. E. Brill made a motion to approve the Relocation/Elimination of the reference desk and replace with a service station with use of the WCCF Building Fund as presented. J. Gasser seconded. Motion carried.

- 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** - H. Pringle explained how the projector needed replacement and fixing was not an option. The projector was originally placed in operating costs and after discussion at a building and grounds meeting it was determined that the funds should have been taken from the capital costs. J. Gasser made a motion to approve the reclassification of the purchase of the new projector from operating costs to capital cost and to be taken from the WCCF Building Fund as presented. S. Kaufman seconded. Motion carried.
- E. Evaluation methods/instruments to be utilized for Library Director's 2019 Performance Evaluation** - D. Whalen moved to table the evaluation methods/instruments until the next board meeting to allow the Personnel Committee the ability to work through the instrument first. M. Lacock seconded. Motion carried.
- F. Review/Discussion of Surveillance Camera Usage Procedure** - H. Pringle explained how the camera surveillance was currently being utilized and emphasized how staff have not seen issues and are comfortable with its usage. H. Pringle made a motion to approve the surveillance camera usage procedure. M. Lacock seconded. Discussion then centered on the legality of this surveillance and public record laws as well as the lack of signature upon request for disclosure from law enforcement personnel. J. Gasser moved to amend Section IV(A) with the following amendment *"Upon a request by the authorities to release the recordings in order to pursue further investigations, the Library Director may release a burned CD/DVD copy to the requesting officer. The Library Director must obtain name, signature, badge number, date and time from the requesting officer and append it to the Library incident report along with the notation "Surveillance recording released to:"* H. Pringle moved to approve as amended, J. Gasser seconded. Motion carried.
- G. Microsoft Outlook Training/Review for Trustees** - H. Pringle explained that this training was for public records continuity and to help trustees become more comfortable with usage. There are apps that can be put on devices if interested. A. Zimmermann demonstrated how the website works www.office.com. Starting in November trustees will solely be utilizing the Outlook Accounts set-up for them by the staff. A. Zimmermann will be in contact with all trustees to ensure they are comfortable using the application.

IV. REFERRAL ITEMS

- A.** D. Whalen referred investigation into whether the camera surveillance is public record; discussions with Mukwonago Police Department will need to be conducted.

V. CONFIRMATION OF NEXT MEETING DATE

- A.** The next regular meeting of the Board of Trustees will be held on Thursday, October 10, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A.** D. Magolan made a motion to adjourn the meeting at 7:19 pm. E. Brill seconded.
Motion carried.