

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

Meeting Date: Thursday, October 10th, 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 6:03 pm by President H. Pringle.
- B. Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, D. Magolan, J. Gasser, S. Kaufman, M. Oberwise Lacock, E. Pautz, H. Pringle, and Director A. Zimmermann. M. Penzkover, C. Stienstra, and D. Whalen were excused.
- C. Comments from the Public** – Village of Mukwonago Board of Trustee, Roger Walsh was present for today's meeting but without comment.
- D. Approval of Minutes** - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on September 12th, 2019. D. Magolan seconded. Motion carried.
- E. Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. D. Magolan made a motion to approve the expenditures as presented. E. Pautz seconded. Motion carried.

II. **REPORTS**

- A. Committee Reports** - H. Pringle noted that Buildings and Grounds Committee had not met since the last board meeting. A meeting will be scheduled in the near future after receiving feedback from Enberg and Anderson.
S. Kaufman discussed that on October 2nd the Finance Committee meeting reviewed the 2020 Mukwonago Community Library Budget which is on the agenda to discuss this evening.
M. Oberwise Lacock relayed the Personnel Committee meeting from September 30th and both items related to that meeting are on the agenda; the 2020 organizational chart and the Library Director's evaluation instrument.
H. Pringle summarized the October 1st Policy Committee meeting which reviewed the Surveillance Camera Usage Procedures and how that relates to public record as well as Records Retention Policy. Both items discussed are on the agenda to discuss this evening and the Policy Committee is scheduled to meet again on December 5th.
- B. Library Director Report** - A. Zimmermann shared information about the budget, which is also on the agenda later in the meeting. Currently there is a big trend for libraries to go completely fine free; this is not something that MCL is currently looking into but may be discussed at a later date.

It was determined due to the lack of board members and community stakeholders' availability on October 17th the Engberg Anderson presentation will be postponed until November 14th. The outside lights have been flickering, the electric company thinks that it may be a result of excess ground water causing an electrical short.

Circulation was up 3.0% from September 2018, though circulation totals are still down for the year by 3.0%. 32.4% new library cards were issued during September's Library Card Sign-Up Month.

The monthly Alliance of Public Librarians Director's meeting was held on October 4th,

the main topic of conversation was the Bridges Library System hiring process for a new director as Connie Meyer will be retiring on March 17th, 2020.

The Friends of the Library have again applied for Potawatomi's Heart of Canal Street signature community program grant. At the Friends of the Library Wednesday, October 23rd meeting A. Zimmermann will be discussing the possible sponsoring of John Gurda, Francis Gary Powers Jr. and Mark Dvorak all of whom will be presenting at MCL in November.

The Maker Faire was a very successful event with many local schools and libraries wanting more information about MetaSpace 511.

MCL's book bike continues to make a presence though due to poor weather during Fall Fest it was not able to venture out.

The Winter Farmers' Market will begin again this November in MCL's Community Room and MCL will also try to coordinate program events to further draw patrons from the Farmers' Market into the library.

The Purple Springs Memory Cafe may be expanding its borders to another county with Waterford Public Library being a potential partner.

The Teen Library Council has begun preparations for the 3rd Annual Cultural Showcase to be held on Saturday, February 15th.

A. Zimmermann will be attending the Village budget workshop being held on October 16th to present the facility study as well as the 2020 budget request.

MCL will be closed on Friday, October 25th for a staff in-service training day and it is also when the reference desk will be taken out. Starting Saturday, October 26th the new roaming reference cart will be available for use.

A. Zimmermann will be presenting with Beloit Public Library's director Nick Dimassis on November 1st at the Library Director's Retreat in Menomonee Falls.

A. Zimmermann will be on vacation November 4th - November 11th leaving Mary Jo, Technical Services Librarian, in charge.

The community continues to be appreciative and give praise for MCL's Sunday hours. There is a good turnout for both checking out circulation items and the utilization of MCL's amenities. Programs will begin to be held on Sundays in the near future.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. Review of Surveillance Camera Usage Procedures** - H. Pringle discussed the issue of public record in regards to the surveillance camera usage. The policy committee reviewed the state statute and referenced the State Attorney General opinion and it was determined that the camera recordings have identifiable markings of people; therefore it is not public record but in fact a private recording. An amendment was made to Section IV of the Surveillance Camera Usage Procedures to ensure compliance with state law regarding confidential records. D. Magolan made a motion to approve the additions to the Surveillance Camera Usage Procedures as presented. E. Brill seconded. Further discussion revolved around if law enforcement would be required to show a subpoena and if that verbiage needed to be stated within the policy. A. Zimmermann explained that the Confidentiality and Privacy Policy lists the seven possible circumstances in which library records may be disclosed so it does not need to be

reiterated within this policy. Motion carried.

- B. Review of Records Retention Policy Draft** - H. Pringle discussed the need to have a Records Retention Policy (RRP) to comply with state law. Utilizing the Bridges Library System's RRP as a guide, A. Zimmermann created MCL's version. To ensure state compliance the MCL RRP draft was sent to the Bridges Library System Director for preliminary review and it was deemed to be in accordance with the law. If the board passes this policy today, it will then be sent on to the State for official review. The State Historical Society will be involved in the enforcement of this policy. J. Gasser made a motion to approve the Records Retention Policy as presented. D. Magolan seconded. Motion carried.
- C. Evaluation methods/instruments to utilize for Library Director's 2019 Performance Evaluation** - M. Oberwise Lacock summarized the five point scale's description and detailed information sections that were added to the evaluation method for 2019. *The Director Performance Evaluation will need to be returned to MCL within a sealed envelope attention to D. Whalen by Monday, November 4th.* J. Gasser made a motion to approve the evaluation methods/instruments to utilize for Library Director's 2019 Performance Evaluation as presented. S. Kaufman seconded. Motion carried.
- D. 2020 Proposed Employee Organizational Chart** - A. Zimmermann explained how the current organizational chart is antiquated due to library trends and the cross-training practices at MCL. The 2020 Organizational Chart was highlighted and discussion continued regarding its updates and how this will then flow into the 2021 Organizational Chart. J. Gasser made a motion to approve the 2020 Proposed Employee Organizational Chart as presented. M. Oberwise Lacock seconded. Motion carried.
- E. Consideration of Amnesty Week (food for Fines): November 10th-17th** - A. Zimmermann commented on how the public has been inquiring about another food for fines week. It was determined that a week in November would be a benefit to the local food pantries for the Thanksgiving distributions. M. Oberwise Lacock made a motion to approve the Amnesty Week as presented. D. Magolan seconded. Motion carried.
- F. Mukwonago Community Library 2020 Budget** - A. Zimmermann discussed the 2020 expenditures and revenues. Discussion centered on why the items were increased or decreased. An in-depth discussion occurred regarding the decrease in books and AV material and how making books and materials more visible will actually increase the circulation. The Village Budget meeting for department heads will be on October 16th. J. Gasser made a motion to approve the Mukwonago Community Library 2020 Budget to be given to the Village as presented. D. Magolan seconded. Motion carried.
- G. Trustee Essentials TE19: Library Director Certification and Trustee Essentials TE20: The Library Board and B yielding Accessibility** - H. Pringle made a motion to table the Trustee Essentials until December. J. Gasser seconded. Motion carried.

IV. REFERRAL ITEMS

- A. J. Gasser made a referral for the November Board meeting to review the compensation and benefits information that have been incorporated in to the 2020 MCL budget.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, November 14th, 2019 at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Magolan made a motion to adjourn the meeting at 7:42 pm. S. Kaufman seconded. Motion carried.