

# Mukwonago Community Library Board November **APPROVED** Meeting Minutes

Meeting Date: Thursday, November 14, 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, D. Magolan, J. Gasser, E. Pautz, H. Pringle, C. Stienstra, D. Whalen and Director A. Zimmermann. M. Lacock, M. Penzkover, and S. Kaufman were excused. Alexandra Ramsey was present from Engberg Anderson Architects.
- C. **Announcement of Closed Session** - H. Pringle announced that the board would go into closed session pursuant to Wisc. Stat. 19.85(1)(c) and will reconvene pursuant to Wisc. Stat. 19.85(2) to consider possible action on matters discussed in closed session.
- D. **Comments from the Public** - None.
- E. **Approval of Minutes** - D. Magolan made a motion to approve the minutes from the Board of Trustees meeting on October 10, 2019. J. Gasser seconded. Motion carried. C. Stienstra and D. Whalen abstained.
- F. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. E. Pautz made motion to approve the expenditures as presented. C. Stienstra seconded. Motion carried.

## II. REPORTS

- A. **Committee Reports** - H. Pringle notified the board that the Buildings and Grounds, Personnel, Policy, and Finance Committees have not met since the last meeting. It was reported by A. Zimmermann that the Village Board did approve 2020 MCL operating expenditures. The Policy Committee is scheduled to meet on December 5, 2019. Building and Grounds will also be meeting in the near future.
- B. **Library Director Report** - A. Zimmermann shared that she presented to the Village Board asking for the 2.0% tax levy increase. It was explained the building and ground improvements were due to the aged front door handles as well as exterior lighting issue all of which have been repaired. The reference desk was removed and overall has been accepted well by patrons and staff. Circulation was down 2.7% in October compared to last year; MCL is currently down 2.9% for the year. Programming for all ages was well received and attended in October. In November A. Zimmermann will begin hosting a monthly, "Coffee with the Director" to ensure patrons realize their views are valued and to make herself more accessible. Friends of the Library continue their fundraising and will again host their annual cookie sale during Midnight Magic. The Friends have also provided roughly \$1000 towards programming for several upcoming key presenters. Outreach continues with further collaboration at Mukwonago Area Schools, the Mukwonago Farmers' Market, Purple Springs Memory Cafe, and possibly the Elkhorn Maker Faire. It is currently Food for Fines week at MCL. At the end of January all staff will need to have competencies completed for library operations.

### III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Engberg Anderson Presentation. Library Board to provide feedback and direction** - A. Ramsey explained that there were several additional meetings today with public and staff participation. The existing and proposed space use was described in detail prior to the renovation plan concepts. A. Zimmermann also provided feedback on behalf of the staff regarding the architectural design. MCL Board of Trustees brought to light some concerns regarding the designs and charged A. Ramsey with adjusting the plans accordingly. Another meeting with Engberg Anderson will be held to further discuss the modifications.
- B. **Review of Employee Salaries and Benefits for 2020** - A. Zimmermann described the MCL projected salaries and benefits. J. Gasser made a motion to approve the Employee Salaries and Benefits for 2020. D. Magolan seconded. Motion carried.
- C. **Approve 2020 Calendar of Holiday Closings** - A. Zimmermann reviewed the recommended 2020 closed dates. E. Pautz made a motion to approve the 2020 Calendar of Holiday Closings. D. Whalen seconded. Motion carried.
- D. **2020 Annual Addendum to the Bridges Library System (Member Library & CAFE Agreements)** - H. Pringle and A. Zimmermann reviewed the addendum to the library system agreements. C. Stienstra made a motion to approve the 2020 Annual addendum to the Bridges Library System and authorize the president and secretary to sign the agreements as presented on behalf of the board. E. Brill seconded. Motion carried.
- E. **2020 Wage Resolution for adoption by the Library Board** - A. Zimmermann reported that all employees still fall within the MCL Board approved pay ranges. D. Whalen made a motion to approve the 2020 Wage Resolution. E. Brill seconded. Motion carried.
- F. **Allow funds to be utilized from the Waukesha County Community Foundation for the capital purchase of the Microsoft HoloLens 2** - A. Zimmermann illustrated how the Microsoft HoloLens 2 mixes augmented and virtual reality. This piece of equipment is a recent release and will be a valuable asset to MetaSpace 511. J. Gasser made a motion to allow funds to be utilized from the Waukesha County Community Foundation for the capital purchase of the Microsoft HoloLens 2. C. Stienstra second. Motion carried.

### I. CLOSED SESSION

- A. D. Whalen made a motion for the board to go into closed session pursuant to Wisc. Stat. 19.85(1)(c) to discuss the performance evaluation of the Library Director. E. Pautz seconded. Roll call vote. Motion unanimously carried.
- B. D. Whalen made a motion to reconvene in open session pursuant to Wisc. Stat. 19.85(2). E. Pautz seconded. Roll call vote. Motion unanimously carried.

### IV. REFERRAL ITEMS

- A. Review the 2020 proposed compensation for the Library Director based upon the feedback from the performance evaluations.

### V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, December 12, 2019 at 6:00 pm at the Mukwonago Community Library.

**VI. ADJOURNMENT**

- A. E. Pautz made a motion to adjourn the meeting at 7:43 pm. J. Darin seconded. Motion carried.