

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

Meeting Date: Thursday, February 13, 2020 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, D. Magolan (via phone conference), S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, and Director A. Zimmermann. D. Whalen arrived at 6:23pm. J. Darin and J. Gasser were excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - C. Stienstra made a motion to approve the minutes as amended from the Board of Trustees meeting on December 12, 2019. M. Penzkover seconded. Motion carried.
E. Pautz made a motion to approve the minutes from the Approval of Bills meeting on January 9, 2020. C. Stienstra seconded. Motion carried. D. Magolan abstained.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. M. Penzkover made motion to approve the expenditures as presented. E. Brill seconded. Motion carried.

II. **REPORTS**

- A. **Committee Reports** - H. Pringle noted that the Finance and Policy Committees have not met since the last board meeting. The Policy Committee will be meeting on 3/4/20 to review scheduled policies and one additional policy.
The Buildings and Grounds Committee met on 1/28/2020, where Engberg Anderson presented the renderings that are being presented this evening for the whole board. The Personnel Committee met on 1/30/2020, the 2021 vision was discussed as well as staffing gaps and the need to create a succession plan. Other items related to that meeting are on the agenda.
- B. H. Pringle shared that the new Bridges Library Director was hired to succeed Connie Meyer. Karol Kennedy was offered the position and has accepted; she is coming from the Menomonee Falls Public Library and has also worked at Waukesha Public Library.
- C. **Library Director Report** - A. Zimmermann shared information about the 2019 budget which is an action item on tonight's agenda. For the year of 2019 circulation was down 2.6% compared to 2018. Starting in January 2020 circulation was up 4.2% compared to last year. Patron visits were also up in comparison to January 2019. Library programming continues to be well attended and anticipated by patrons. This weekend is the cultural showcase and A. Zimmermann mentioned there have been several newspaper ads as well as NPR recognition of the event; anticipated turnout is high. Coffee with the Director sessions have also drawn in patrons asking an array of questions regarding the library as well as compliments. MCL continues outreach with Memory Cafe, Elkhorn's Mini Maker Faire, Mukwonago Schools High Interest Days and Waukesha County Parks. Sunday hours continue to be well utilized and there have been request to be open earlier.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Presentation by Engberg Anderson on MCL facilities/space needs assessment - Discussion** - Engberg Anderson showed 3D renderings as well as blue print versions of what they are proposing for the changes. Comparisons were given regarding existing space, what was asked for from staff, the board, and the public and proposed space. It was explained in detail how the project would be phased. Questions were asked regarding the logistics of the detail phasing, the staff views of the renderings, adjusting a wall to allow for teen separation from the children area, as well as if we are reusing usable existing materials. There is a narrative that can be looked at in detail and Engberg Anderson will be providing this for the board to peruse. Next steps include cost estimate, concept design report, and a library board presentation.
- B. **2019 Budget Amendment to increase 2019 Operating Budget by \$9,000 to reflect use of fund balance to cover expenditures - Action** - A. Zimmermann explained that this past year there were several unexpected increases in expenditures and due to this we were over-budget. It was mentioned that over the past two years we have been under-budget. M. Penzkover made a motion to create a budget amendment to increase 2019 operating budget by \$9,000 to reflect use of fund balance to cover expenditures. M. Lacock seconded. Motion carried.
- C. **2020 Library Director Goals & Objectives - Action** -Discussion revolved around the ratings of the Director's Goals/Objectives and what should be possibly put on A. Zimmermann's specific goals vs what may be delegated to staff. A plan of how the other goals/objectives will be implemented for other staff was requested and asked to have the plan be prepared for the next board meeting by A. Zimmermann. D. Whalen made a motion that the 2020 Library Director Goals & Objectives A. Zimmermann is directly responsible for be items that 50% or more of the Board deemed as most important and the remaining items would be delegated to support staff. M. Penzkover seconded. Motion carried.
- D. **Approve 2019 Library State Annual Report/Authorize Board President and Library Director to sign - Action** - M. Penzkover made a motion to approve the 2019 Library State Annual Report/Authorize Board President and Library Director to sign. E. Brill seconded. Motion carried.
- E. **Approve 2019 Library System Effectiveness Statement - Action** - M. Lacock made a motion to approve the 2019 Library System Effectiveness Statement. S. Kaufman seconded. Motion carried.

IV. REFERRAL ITEMS

- A. None.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, March, 12, 2020, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. M. Lacock made a motion to adjourn the meeting at 7:25 pm. M. Penzkover seconded. Motion carried.