

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

Meeting Date: Thursday, March 12, 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 6:07 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were D. Magolan, J. Gasser, S. Kaufman, E. Pautz, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Zimmermann. M. Lacock arrived at 6:08pm. E. Brill, J. Darin and M. Penzkover were excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - D. Whalen made a motion to approve the minutes from the Board of Trustees meeting on February 13, 2020. C. Stienstra seconded. Motion carried. J. Gasser abstained.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. J. Gasser made a motion to approve the expenditures as presented. S. Kaufman seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that Buildings and Grounds, Finance, and Personnel Committees had not met since the last board meeting. The Policy Committee met on 3/4/20 H. Pringle discussed that all policies reviewed at that meeting were found to not need revision.
- B. **Library Director Report** - A. Zimmermann explained that due to COVID-19 Engberg Anderson will be rescheduling their presentations. Library programs for the month of February were very successful and MCL's memory lab is seeing daily activity. The Friends of the Library will again be holding their annual pie fundraiser on 3/14. Nashville's PLA Conference was resourceful and inspiring as the movements that Mukwonago Community Library is taking are definitely being replicated elsewhere. Circulation was up 2.1% for the month of February.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Final Presentation by Engberg Anderson on MCL facilities/space needs assessment** - D. Whalen moved to table the item until a date is established for the final presentation. E. Pautz seconded. Motion carried.
- B. **Discussion on the coronavirus and resources/steps to be taken from the library's side** - A. Zimmermann discussed how MCL is currently responding to the pandemic and explained that she will be sending an email to patrons to inform them of MCL's stance. Further discussion revolved around personnel and wages should MCL close. D. Whalen made a motion that the Library Director follow the lead of the Village of Mukwonago regarding personnel decisions. C. Stienstra seconded. Motion carried.
- C. **Approve Allowable Costs Worksheet for MCL** - D. Whalen made a motion to approve the allowable costs worksheet for MCL. J. Gasser seconded. Motion carried.
- D. **Discussion on implementation plan for the Library Director's goals and objectives for**

2020 - D. Whalen moved to table the discussion on the implementation plan for the Library Director's goals and objectives until the next regular meeting of the library board. S. Kaufman seconded. Motion carried.

- E. **Closure of Library on Friday, May 15th for a Staff In-Service Training Day** - A. Zimmermann explained that topics would include what was learned at PLA as well as presenters on various other topics. M. Lacock made a motion to approve the closure of the Library on May 15th for a staff in-service training day. J. Gasser seconded. Motion carried.
- F. **Approve Amnesty Week during National Library Week Read (April 19th - 25th)** - A. Zimmermann explained that in addition to the food drive she may be opening the amnesty week up to those under the age of 18 by allowing them to reduce fines for every hour they read in the library. M. Lacock made a motion to approve the amnesty week during National Library Week. S. Kaufman seconded. Motion carried.
- G. **Approve funds to be utilized from WCCF to be used towards the addition of a vinyl cutter to MetaSpace 511** - D. Whalen moved to table approving funds to be utilized from WCCF to be used towards the addition of a vinyl cutter for MetaSpace 511 until the next regular meeting of the library board. M. Lacock 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, April 9th, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Gasser made a motion to adjourn the meeting at 6:44 pm. C. Stienstra seconded. Motion carried.