

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

Meeting Date: Monday, March 23, 2020 at 6:00 p.m.

Location: Mukwonago Community Library Community Room/Virtual Conference Meeting

I. REGULAR ORDER OF BUSINESS

- A. **Call to Order** - The meeting was called to order at 5:04 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, J. Gasser, S. Kaufman, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Zimmermann. M. Lacock and D. Magolan were excused.
- C. **Comments from the Public** - None.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approve MCL’s Emergency Plan of Action during COVID-19** - J. Gasser made a motion to approve MCL’s current and future Emergency Plan of Action during COVID-19 regarding operations as well as staff being present in the library and working from home. D. Whalen seconded. Discussion centered around the reasons for creating this plan. Motion carried.
- B. **Discussion on paying MCL’s employees during COVID-19** - M. Penzkover made a motion to approve retroactively and going forward the Library Directors COVID-19 plan of action regarding employees as presented. J. Gasser seconded. Discussion centered around the logistics of employees working from home regarding amounts of work available. It was proposed that in the future if the Library Director deems this discussion should need to be opened again, as there is limited work for select employees, she should call another meeting of the board. In addition, by currently paying employees we will be assisting them without the need for unemployment reimbursement. Motion carried.

III. REFERRAL ITEMS

- A. The Library Director will bring forward any issues regarding paying staff or policy changes that will need board guidance during COVID-19.

IV. 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.

V. ADJOURNMENT

- A. C. Stienstra made a motion to adjourn the meeting at 5:24 pm. J. Gasser seconded. Motion carried.