

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

Meeting Date: Thursday, May 14, 2020 at 6:00 p.m.

Location: Mukwonago Community Library Community Room/Virtual Meeting

I. REGULAR ORDER OF BUSINESS

- A. **Call to Order** - The meeting was called to order at 6:04 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, D. Magolan, J. Gasser, M. Lacock, E. Pautz, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Zimmermann. S. Kaufman and M. Penzkover were excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - M. Lacock made a motion to approve the minutes from the Board of Trustees meeting on March 12th. E. Brill seconded. Motion carried. C. Stienstra made a motion to approve the minutes from the Board of Trustees meeting on March 23rd. J. Darin seconded. Motion carried. E. Pautz made a motion to approve the minutes from the Approval of Bills meeting on April 9th. J. Gasser seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures and explained changes that have been implemented during the current working environment. D. Whalen made a motion to approve the expenditures as presented. C. Stienstra seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that Buildings and Grounds, Finance, Personnel Committees, and Policy Committee had not met since the last board meeting. The Policy Committee is scheduled to meet on 6/3/2020 to continue the review of policies.
- B. **Library Director Report** - A. Zimmermann shared information about donations that are continuing to be made for MCL mask production. Currently the staff and volunteers are creating 300-400 masks per week and MCL has recently partnered with Concordia which will aid in the final outfitting of the masks and distribution. Information was shared regarding the MCL facility study and the Village of Mukwonago possibly partnering with the library on a collaboration/expansion into Washington Park. Circulation for April is down 93.4%, it is unknown how this will yet impact funding in the future as all libraries will have been negatively affected. Curbside service began on April 28th and patrons have expressed their gratitude for all the staff's hard work. Virtual programs have been taking off with either live programming or recorded and participation numbers will be shared during the June meeting. June 15th will begin the virtual summer reading program utilizing Beanstack and MCLs children's librarian is currently familiarizing herself with the technology.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **COVID 19 Employee Policy** - J. Gasser made a motion to approve the COVID 19 Employee Policy as presented with the addition "Employees who fail to abide by this policy are subject to appropriate disciplinary action, up to and including termination of

employment.” M. Lacock seconded. Motion carried.

- B. **MCL Reopening Phases/Plan (based on the Badger Bounce Back plan)** - J. Gasser made a motion to approve the MCL Reopening Phases/Plan as presented with the addition of “Phase One will initiate on May 26th with summer hours, patrons will be required to wear a self-supplied face covering while utilizing MCLs facility, and MCL will reserve the hours from 9am-11am for seniors and any at risk patrons. M. Lacock seconded. Motion carried.
- C. **Approve Return of Landscaper to MCL Grounds** - J. Gasser made a motion to approve the return of the landscaper to the MCL grounds as presented. D. Magolan seconded. Motion carried.
- D. **Approve Use of the Donations Account Funds (5806) to Purchase Local Gift Cards for MCL’s 2020 Summer Library Program** - D. Magolan made a motion to approve the use of the donations account funds (5806) to purchase local gift cards for MCL’s 2020 Summer Library Program as presented to not exceed \$3000. C. Stienstra seconded. Motion carried.
- E. **Library Board Certification of Eligibility for Exemption from County Library Tax** - E. Pautz made a motion to approve the Library Board Certification of Eligibility for Exemption from County Library Tax as presented. M. Lacock seconded. Motion carried.

IV. REFERRAL ITEMS

- A. Discussion on implementation plan for the Library Director's goals and objectives for 2020
- B. Approve funds to be utilized from WCCF to be used towards the addition of a vinyl cutter to MetaSpace 511
- C. Discussion regarding possible collaboration with the Village of Mukwonago to include Washington Park into the already existing Engberg Anderson facility study.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, June 11th, 2020, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. C. Stienstra made a motion to adjourn the meeting at 7:28pm. D. Magolan seconded. Motion carried.