

## **Mukwonago Community Library Board June APPROVED meeting Minutes**

Meeting Date: Thursday, June 11, 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 6:02 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, D. Magolan, J. Gasser, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Zimmermann.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - C. Stienstra made a motion to approve the minutes from the Board of Trustees Special Meeting on May 19, 2020. E. Brill seconded. Motion carried. S. Kaufman abstained.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. M. Penzkover made a motion to approve the expenditures as presented. D. Magolan seconded. Motion carried.

### **II. REPORTS**

- A. **Committee Reports** - H. Pringle noted that the Finance, Personnel Committee, and Policy Committee have not met since the last board meeting. The Policy Committee is scheduled to meet on July 1, 2020 via zoom. The Building and Grounds Committee met on June 10, 2020, and items related to that meeting are on the agenda.
- B. **Library Director Report** - A. Zimmermann shared information about the reopening of MCL and the COVID-19 plan has been running smoothly. MCLs 2020 budget was discussed with the Village to determine what may be expected given the current pandemic and budget constraints, it was explained that there will be no changes to the libraries 2020 budget. Circulation was down for May by 78.5%, yet with curbside services 5,423 items were still checked out. Currently for the year MCLs circulation is down 39.9%. The summer library program already has 550 participants signed up and the virtual kick off will be June 15th. H. Pringle shared information from Bridges regarding electronic book usages and counting; he explained that there has been more discussion at the State level compared to previous years regarding e-book counting utilization for circulation numbers. Though it was also mentioned this number may hurt individual libraries as the resource comes from the County. This year's Bridges Trustee dinner will be done virtually with more information to follow.

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

- A. **Recommendation on HVAC bids to either repair or replace old air conditioning compressor unit** - M. Penzkover made a motion to authorize the replacement of HVAC Unit #1 (the older unit) in an amount to not exceed \$84,700 from the capital fund, utilizing a contractor to be recommended by the Building & Grounds Committee after review and evaluation of quotes. J. Gasser seconded. Discussion included how long it may take for the unit to be installed as well as the varying differences in the bids we

currently have submitted. Motion carried.

- B. **Recommendation to use WCCF fund for the replacement of all entrance doors with push pads with wave sensors as well as installation of manual operating foot pulls on bathroom doors** - E. Pautz made a motion to use WCCF fund for the replacement of all entrance door push pads with wave sensors as well as installation of manual operating foot pulls on bathroom doors. D. Whalen seconded. Discussion included the reasoning for becoming contactless amidst COVID-19. Motion carried.
- C. **Approve funds to be utilized from WCCF for purchase of a vinyl cutter for MetaSpace 511** - H. Pringle made a motion to table the purchase of a vinyl cutter for MetaSpace 511 until further notice from the Library Director. D. Whalen seconded. Discussion centered around how this could currently be used at MCL as well as the need to realize the warranty of this item may expire prior to being able to utilize the technology. Motion carried.
- D. **Discussion on implementation for the Library Director's goals and objectives for 2020** - Discussion centered on what has been delegated to department heads as well as what may not be feasible given the current pandemic. A personnel committee meeting will be held prior to the next board meeting to discuss the 2020 goals as well as the 2021 employee organizational chart as this will impact the 2021 budget.
- E. **Approve Library Director's vacation request for July 13th - July 21st** - D. Whalen made a motion to approve the Library Director's vacation request for July 13th - July 21st. E. Pautz seconded. Motion carried.
- F. **Discussion on next steps of the MCL Facilities Space Study with Engberg Anderson** - Discussion centered around the final invoice being submitted to MCL. It was conveyed to A. Zimmermann that Engberg Anderson will return to present the final plans with the board at a later date. M. Penzkover also shared his conversations with the Village regarding possible expansion into Washington Avenue Park. There is a meeting scheduled with the Building and Grounds Committee and Village Administration to discuss what is being proposed.

#### **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, July 9, 2020 at 6:00 pm at the Mukwonago Community Library.

#### **VI. ADJOURNMENT**

- A. D. Magolan made a motion to adjourn the meeting at 6:48pm pm. E. Brill seconded. Motion carried.