

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

Meeting Date: Thursday, July 9, 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 6:03 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. Oberwise-Lacock, E. Pautz, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Zimmermann. M. Penzkover was 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 June 11, 2020 with the adjustment in verbiage within New Business A. Recommendation on HVAC bids to either repair or replace old air conditioning compressor unit. The motion should instead state "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. D. Magolan seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. M. Oberwise-Lacock made a motion to approve the expenditures as presented. E. Brill seconded. Motion carried.

II. **REPORTS**

- A. **Committee Reports** - H. Pringle noted that Buildings and Grounds and Finance Committees had not met since the last board meeting. The Personnel Committee met on July 2, 2020. D. Whalen informed the Board regarding the need for adjustment in the Director's goals and objectives due to the current pandemic and the shift in responsibilities that would be more compatible with the current MCL responsibilities. Additionally, the proposed organizational chart for 2021 needs revisions and the current top priority is the exploration of funds necessary to create an Assistant Director position. The next scheduled meeting is August 6, 2020. The Policy Committee met on July 1, 2020 and items related to that meeting are on the agenda for this evening. The Policy Committee will again convene on September 30, 2020.
- B. **Library Director Report** - A. Zimmermann shared information about this fiscal year budget; MCL is currently in good standing for this time of year. Engberg and Anderson are looking to meet at the end of August with the Village Administrator as well as the Buildings and Grounds Committee. In an effort to be touchless several changes have been made to MCL's facility, one of the latest additions have been wave sensors at the front entrance. A. Zimmermann is also looking into the possibility of copies and faxes transitioning to a cashless system. Circulation was down 37.9% for June. Browsing in the Children's area has opened and everyone seems to be abiding by the current regulations. Pre-recording for programming continues to be a success and staff are trying to think outside the box regarding programming possibilities. A. Zimmermann mentioned she and the staff feel comfortable with the stage MCL is in regarding the

reopening phase. The community seems to agree with where we are in phasing and the fact we are open. The Thingery has also expanded to better serve the community at this time and will soon be including a paddle board, kayak, etc.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Election of Officers for 2020-2022:** H. Pringle explained the need for staggering in board member officers to ensure continuity of the board
- a. **President: 2 years (July 2020 - July 2022)** - H. Pringle has agreed to continue serving in this position
 - b. **Vice President: 1 year (July 2020-July 2021)** - D Whalen has agreed to continue serving in this position
 - c. **Secretary: 2 years (July 2020 - July 2022)** - E. Pautz has agreed to continue serving in this position
- J. Gasser made a motion to elect the aforementioned board members to the officer positions stated. M. Oberwise-Lacock seconded. Motion carried
- B. **Circulation Policy - Section VII, Item B. Change total holds for all library materials from 40 to 50. Motion:** J. Gasser made a motion to change the total holds for all library materials from 40 to 50. C. Stienstra seconded. Motion carried.
- C. **Approve use of \$5,000 WCCF funds towards website redevelopment/programming:** A. Zimmermann explained the need for updating the website for accessibility. The Waukesha County library system has been active in the upgrade to their current website. A. Zimmermann related they have been a resource to MCL. Additionally, MCL continues to want to ensure the ability to update adjustments quickly as MCL often changes the informational details. Hiring a company to aid fully in these changes may hinder adjustments needed in a timely manner. D. Whalen made a motion to approve the use of \$5,000 WCCF funds towards website redevelopment/programming. J. Gasser seconded. Discussion centered on the possibility of adding a line item to our budget to ensure the website is current and any outside aid needed is itemized.
- D. **Trustee Essentials TE21: The Library Board and Accessible Services and TE22: Freedom of Expression and Inquiry** - D. Whalen moved to postpone the discussion of the Trustee Essentials to next month. D. Magolan 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, August 13, 2020 at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Magolan made a motion to adjourn the meeting at 6:41pm. M. Oberwise-Lacock seconded. Motion carried.