

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

Meeting Date: Thursday, August 13, 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 6:05 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, J. Gasser, D. Magolan, E. Pautz, H. Pringle, M. Penzkover and Director A. Zimmermann. S. Kaufman, M. Lacock, C. Stienstra and D. Whalen were excused. Alex Ramsey is our guest this evening from Engberg Anderson.
- C. **Comments from the Public** -. None.
- D. **Approval of Minutes** - J. Gasser made a motion to approve the minutes from the Board of Trustees meeting on July 9th, 2020. E. Brill seconded. Motion carried. M. Penzkover 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. E. Brill seconded. Motion carried.

II. **REPORTS**

- A. **Committee Reports** - H. Pringle noted that the Finance and Policy Committees had not met since the last board meeting but both committees will be scheduling meetings in the near future. M. Penzkover explained the Buildings and Grounds Committee met on July 23rd, 2020, and items related to that meeting are on the agenda regarding the HVAC contract as well as the replacement air conditioning unit. The next Building and Grounds Committee meeting will be held August 18th, 2020. The Personnel Committee met on August 6th, 2020, to discuss the Library Director's 2020 Goals & Objectives as well as the possibility of hiring an independent staffing assessor; both items are on the agenda for this evening.
- B. **Library Director Report** - A. Zimmermann shared information about the many compliments coming in from patrons. They view MCL as a fantastic community resource and are beyond appreciative that we are open and providing so many services. Circulation was 20,517 in July down 40.5% compared to July 2019; currently we are down 39.7% for the year. The budget is on track for 2020 and the Village's Finance Director has confirmed that MCL can budget as in years past as well as ask for the 2% increase for the 2021 budget. Pre-registration with outdoor community programs has been conducted a few times with great success. Congratulations are in order for the Bridges Library System as it was named as one of the recipients of the American Library Associations 2020 John Cotton Dana Public Relations Award. The Thingery continues to be a hit especially with the numerous additions to the collection this year. MCL staff continue to look around the library to see if there are additional items that can be added to the Thingery given we are not currently hosting indoor programming. MCL's new website has a deadline of September to be up and functional. As mentioned previously it will have a blog/pinterest feel as well as updated professional photos to

highlight MCL.

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

- A. **Final Presentation by Engberg Anderson to the MCL Board of Trustees in relation to the MCL Facilities/Space Needs Study** - Alex Ramsey shared the final presentation of recommendation to the board.
- B. **Consider updating Mukwonago Community Library's 'Return to Normal' Plan to mandate masks of patrons/visitors to MCL** - Discussion centered on how this was originally an action item back in May and that staff are uncomfortable with the enforcement aspect. Currently 95% of patrons are entering the facility with a mask and all patrons are abiding by the mask mandate for computer usage. A. Zimmermann will be updating mask signage to be clearer on the state mandate and MCLs policy. We will revisit this item as needed in the future, but currently are tabling this discussion.
- C. **Discussion and possible action on MCL Operating Hours** - A. Zimmermann explained that MCL is required to be open a minimum of 50 hours per week to comply with state policy and is in compliance. E. Pautz made a motion to approve the revised MCL Operating Hours Monday-Thursday 9am-7pm (fall/winter/spring hours), Friday 9am-6pm, Saturdays 9am-2pm (summer hours) 9am-4pm (fall/winter/spring hours), and closed on Sundays as presented. J. Gasser seconded. Discussion centered on staff's needs for an additional day off as the pandemic has kept them all extremely busy. This item should be revisited in the future if there is a necessity for additional days of operation to support MASD students during the school year. Motion carried.
- D. **Review and Implementation of 2020 Library Director's Goals & Objectives** - J. Gasser made a motion to approve the 2020 Library Director's Goals & Objectives as presented by the Personnel Committee. M. Penzkofer seconded. Discussion included concern over the number of objectives and if they are all reasonable given the time constraints. It was explained these goals & objectives are a scaled back version and that all are attainable given the current library climate. Motion carried.
- E. **Recommendation from Personnel Committee to conduct an independent staffing assessment** - J. Darin described how a consultant would be able to come in and observe the current organizational structure of the library compared to where modern libraries are heading. Having an independent firm analyze the staffing structure will ensure MCL is going along the correct path during reorganization. This firm will also provide value and merit to the modernization of the organizational structure. J. Gasser made a motion to approve the development of an RFP for hiring an independent staffing assessment firm to analyze how best to reach our 2021 staffing model. M. Penzkofer seconded. Motion carried.
- F. **Recommendation from the Building & Grounds committee to award Hennes Services, Inc. the air conditioning compressor unit replacement project** - M. Penzkofer made a motion to authorize the Library Director to award the contract to Hennes Services, Inc. for replacement of the air conditioning compressor unit totaling \$46,000 with funds coming from the capital fund. E. Brill seconded. Motion carried.
- G. **Recommendation from the Building & Grounds Committee to terminate the HVAC Preventative Maintenance Inspection Program with the Grunau Company** - M.

Penzkover explained that the current contract is dated April 4th, 2019 and either side can terminate the agreement with a 30 day written notice. M. Penzkover made a motion to authorize the Library Director to provide Grunau Company with 30 day written notice to terminate the current HVAC Preventative Maintenance Inspection Program agreement. E. Brill seconded. Motion carried.

- H. **Recommendation from the Building & Grounds Committee to award Hennes Services, Inc. the HVAC Preventative Maintenance Inspection Program** - M. Penzkover made a motion to authorize the Library Director to enter into an agreement with Hennes Services, Inc. for a HVAC Preventative Maintenance Inspection Program to be effective after the current contract with Grunau Company has been officially terminated. E. Brill seconded. Discussion centered around the reason why the Village DPW does not aid in the preventative maintenance of the HVAC unit; it was explained that DPW staff would need additional training on the software and there is limited personnel availability. R. Bittner did reiterate that DPW staff are available for support if needed and are willing to be a resource for MCL staff. Motion carried.
- I. **Approval of WCCF funds to purchase the DJI Matrice 600 Pro Hexacopter Drone to begin delivering library items via drone to patrons** - A. Zimmermann explained that MCL staff are continuing their quest for innovation and thinking outside the box regarding the next up and coming technology advancements available. There were several questions regarding feasibility, other uses for this technology, what the capabilities of flight distance are, whether seasons are a concern, who would be the initial pilot, what the 'cost versus use' are given the future need of monies for a possible expansion, as well as if there is a market for possible partnerships within the community. The board advised that tests with a current drone be conducted and to have A. Zimmermann come forward with a more detailed project plan next month.

IV. REFERRAL ITEMS

- A. Trustee Essentials TE21: The Library Board and Accessible Services and TE22: Freedom of Expression and Inquiry.
- B. The possible revision of the 'Return to Normal' Plan when school is in session to allow those under 16 years of age admittance without an adult depending on the communities need and MCLs ability to safely provide services for patrons.
- C. Acceptance of the MCL facilities/space study concept presented by Engberg Anderson accompanied by the additional details from the Buildings and Grounds Committee meeting with Village staff proposal of possible expansion into Washington Park.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, September 10th, 2020, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Magolan made a motion to adjourn the meeting at 7:34pm. J. Darin seconded. Motion carried.