

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

Meeting Date: Thursday, September 10, 2020 at 6:00 p.m.

Location: Mukwonago Community Library Community Room

I. **REGULAR ORDER OF BUSINESS**

- A. **Call to Order** - The meeting was called to order at 6:08 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, D. Magolan, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, D. Whalen, and Director A. Zimmermann. J. Gasser joined at 6:24pm.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - J. Darin made a motion to approve the minutes from the Board of Trustees meeting on Thursday, August 13, 2020. M. Penzkover seconded. Motion carried. S. Kaufman, M. Lacock, C. Stienstra, and D. Whalen abstained.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. 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 the Personnel Committee and Policy Committee had not met since the last board meeting. The Building and Grounds Committee met on August 18, 2020 along with the Village Administrator, John Weidl and Department of Public Works, Ron Bittner to discuss possible expansion of the library utilizing Washington Avenue Park. Concept drawings are being created by both the Village and Building and Grounds Committee members. At this point the renderings are only conceptual and are not something that is being proposed; though it is something the Village staff are highly interested in pursuing as they are concentrating their park resources towards other Mukwonago parks at this time. Questions were raised as to possible deed restrictions being in place for Washington Avenue Park needing to remain a park as well as the public being able to give input regarding the use of the green space for the MCL parking lot. The Buildings and Grounds Committee will continue to give updates as they are available at subsequent meetings. The Finance Committee met on September 3, 2020 to discuss preliminary 2021 budget line items, the committee will meet again prior to the Board meeting in October and will then come before the full MCL Board with the 2021 Budget. The Village has stated we can budget as normal and ask for the 2% budget increase for this next year but they will not be finalizing budgets until November.
- B. **Library Director Report** - A. Zimmermann shared information about the HVAC preventative maintenance contracts within MCL. She explained that circulation was down 26.1% as compared to last August though it seems that we are on a continual upward climb after the reopening of MCL. MCL is being utilized for the Wi-Fi and its technology, though many do not realize that the library is open for browsing. Staff continue to question patrons when they mention not knowing that the library is operational to better gauge how to reach them and inform them of the ways MCL sends out information. Programming continues to be a success and the community feedback

is positive regarding the hybrid manner of operation due to COVID-19. Anything in-person for staff continues to be limited at this time, as well the staff are told they can always bring concerns and recommendations forward.

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

- A. **MCL Board of Trustees to accept the MCL Facilities/Space Needs Study Engberg Anderson final report as was presented during the August MCL Board Meeting** - M. Penzkover made a motion to accept the MCL Facilities/Space Needs Study as presented by Engberg Anderson during the August MCL Board Meeting. E. Brill seconded. Discussion centered around the fact that no matter what occurs with the Village renderings regarding Washington Avenue Park this is still a usable facilities study with what MCL currently has in place. Motion carried.
- B. **Discussion on Mukwonago Community Library’s ‘Return to Normal’ Plan concerning the following core principle: “Children 16 and under must be accompanied by a parent/guardian.”** - E. Pautz made a motion to revisit the MCL ‘Return to Normal’ Plan concerning “Children 16 and under must be accompanied by a parent/guardian” as needed in the future. J. Gasser seconded. Discussion centered on in the future the possible need to add a clause to ensure that MCL staff have the ability to adapt this policy if there is inclement weather, etc. to ensure safety. Motion carried.
- C. **Department of Public Instruction Trustee Essentials T21: The Library Board and Accessible Services** - H. Pringle and A. Zimmermann reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.
- D. **Department of Public Instruction Trustee Essentials T22: Freedom of Expression and Inquiry** - H. Pringle, A. Zimmermann, and C. Stienstra reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

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, October 8th, at 6:00 pm at the Mukwonago Community Library.

VI. **ADJOURNMENT**

- A. D. Whalen made a motion to adjourn the meeting at 7:13 pm. M. Penzkover seconded. Motion carried.