

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

Meeting Date: Thursday, October 8, 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 6:04 pm by Vice President D. Whalen.
- B. **Roll Call and Introduction of Guests** - Present were J. Darin, J. Gasser, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, C. Stienstra, D. Whalen and Director A. Zimmermann. H. Pringle and E. Brill were excused. D. Magolan joined the meeting at 6:08 pm
- 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 September 10, 2020. J. Darin seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Zimmermann shared the list of expenditures. C. Stienstra made a motion to approve the expenditures as presented. S. Kaufman seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - M. Penzkover noted that the Buildings and Grounds Committee had not met since the last board meeting. D. Whalen stated the Personnel Committee had not recently met but will be scheduling a meeting prior to the November meeting to discuss the draft version of the independent staffing assessment. S. Kaufman explained the Finance Committee met on September 24th to discuss the 2021 budget which is on the agenda this evening for review/approval. A. Zimmermann stated the Policy Committee met on September 30th, currently there are no changes being recommended on the policies that were reviewed so all are just a matter of report.
- B. **Library Director Report** - A. Zimmermann commented on staffing issues with illness and precautionary measures not allowing them to return promptly, but things seem to be going well given the current climate. MCL's new website is live and A. Zimmermann explained the tiresome effort of the Adult Services Librarian on aiding in the creation. Circulation was down 16% from September 2019 though there was an increase in OverDrive usage by 19.6%. A. Zimmermann elaborated on MCL's reopening plan/phases stating that at this point she is not adjusting to a different phase. Although she is closely monitoring the situation and will take many factors into consideration as the number of COVID cases continues to fluctuate.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Mukwonago Community Library 2021 Operating Budget**- M. Penzkover made a motion to approve the Mukwonago Community Library 2021 Operating Budget as presented. C. Stienstra seconded. Motion carried.
- B. **Review of Employee Salary and Benefits for 2021** - D. Magolan made a motion to approve the Mukwonago Community Library 2021 Operating Budget as presented. J. Darin seconded. Motion carried.
- C. **Trustee Essentials T23: Dealing with Challenges to Library Materials or Policies and**

T24: Library Friends and Library Foundations - D. Whalen and A. Zimmermann reviewed information on the applicable topics. The board reviewed the discussion questions for the sections of the *Trustee Essentials*.

IV. REFERRAL ITEMS

- A. A continued discussion regarding tributes to individual employees for their ongoing efforts during the pandemic.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, November 12, 2020, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. J. Darin made a motion to adjourn the meeting at 6:24pm. D. Magolan seconded. Motion carried.