

## **Mukwonago Community Library Board February Meeting Minutes**

Meeting Date: Thursday, February 11, 2021 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 6:07 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, and D. Whalen, and Interim Director M. Riel. C. Stienstra arrived at 6:35pm.
- 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 January 14, 2021. J. Darin seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - M. Riel shared the list of expenditures. J. Gasser made a motion to approve the expenditures as presented. D. Magolan seconded. Motion carried.

### **II. REPORTS**

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds, Finance, and Policy Committee had not met since the last board meeting. The Buildings and Grounds will be meeting in the near future. The Personnel Committee met on January 29, 2021, and items related to that meeting are on the agenda.
- B. **Library Director Report** - M. Riel shared information about a new annual summary called "2020 at a Glance", this is a quick resource for patrons regarding MCL and how it has benefited the community. There have been IT issues that are being worked on with M. Riel and Johnson Controls. In preparation of the annual report a meeting with D. Doherty, Village Finance Director, resulted in a discovery that there isn't enough specifically allotted to the retirement fund. Instead MCL has monies that are unspecified within the reserved fund. M. Riel stated that this should be a referral item for next month's meeting.

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

- A. **Presentation by James Green from Axion Energy Group** - This presentation was removed from the agenda. M. Penzkover explained that this group will first present to the Building and Grounds Committee.
- B. **Annual Report** - M. Penzkover made a motion to authorize the Board President and Interim Library Director to sign the Annual Report by the March 1st deadline. S. Kaufman seconded. Motion carried.
- C. **Personnel Policy Updates** - D. Magolan made a motion to adopt the personnel policy changes to align with the current Village policy manual as presented. D. Whalen seconded. Motion carried.
- D. **Grutmacher Collection** - D. Whalen explained that H. Hecker, who is the current Red Brick Museum director, is willing to come and talk to the Library Board regarding the collection that is held by the library. He will be available to come in April. Discussion also

centered around whether or not a transfer of the collection is even possible given the donors' directives. J. Gasser made a motion to table further discussion until the April meeting. D. Whalen seconded. Motion carried.

- E. **Director Search and Interview Questions, Timeline, and Evaluation** -Discussion centered around how the questions were determined. D. Whalen made a motion to have the board approve the 20 Interview Questions and the Candidate Ratings criteria as presented. D. Magolan seconded. Motion carried.  
J. Gasser made a motion to have the Personnel Committee initially screen the applicants to ensure the minimum requirements for the position are met. M. Penzkover seconded. Motion carried.

#### **IV. ANNOUNCEMENT OF CLOSED SESSION**

- A. J. Darin made a motion for the board to go into closed session pursuant to Wisc. Stat. 19.85(1)(c) to discuss and vote on 2020 employee performance for library staff as it relates to one time bonus payments over which the government body exercises jurisdiction and responsibility. M. Lacock seconded. Roll call vote. Motion unanimously carried.

#### **V. RECONVENE INTO OPEN SESSION**

- A. D. Whalen made a motion to reconvene in open session pursuant to Wisc. Stat. 19.85(2) M. Penzkover seconded. Roll call vote. Motion unanimously carried.  
M. Lacock made a motion for a one time 2020 bonus for Cathryn in the amount of \$1,500, Craig in the amount of \$1,500, Judy in the amount of \$1,000, Mary Jo in the amount of \$1,500, Michelle in the amount of \$750, Terry in the amount of \$1,000, Vicki in the amount of \$750, Virginia in the amount of \$750. A \$50 gift certificate to a local restaurant shall be presented to all staff for their work and dedication during the COVID-19 response. M. Penzkover seconded. Motion carried.

#### **IV. REFERRAL ITEMS**

- A. Discussion regarding the retirement reserve fund.

#### **V. CONFIRMATION OF NEXT MEETING DATE**

- A. The next regular meeting of the Board of Trustees will be held on Thursday, March 11, 2021, at 6:00 pm at the Mukwonago Community Library.

#### **VI. ADJOURNMENT**

- A. D. Magolan made a motion to adjourn the meeting at 7:15pm. M. Lacock seconded. Motion carried.