

Mukwonago Community Library Board January Meeting Minutes

Meeting Date: Thursday, January 14, 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 6:00 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, C. Stienstra, and D. Whalen, and Interim Director M. Riel.
- 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 December 10, 2020. E. Brill seconded. Motion carried. M. Penzkover and J. Darin abstained. M. Lacock made a motion to approve the minutes from the Special Board of Trustees meeting on January 5, 2021. E. Brill seconded. Motion carried. M. Penzkover, J. Gasser, and S. Kaufman abstained.
- E. **Audit and Approval of Monthly Expenditures** - M. Riel shared the list of expenditures for 2020 and 2021. J. Gasser made a motion to approve the expenditures as presented. M. Penzkover seconded. Motion carried.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds, Finance, and Personnel Committees had not met since the last board meeting. A Personnel Committee meeting will be scheduled in the near future regarding interview questions, possible candidate presentations, and general preparation proceedings. The Policy Committee met on January 6, 2021, and items related to that meeting are on the agenda.
- B. **Library Director Report** - M. Riel shared information about the WiFi expansion that has now been increased to include the MCL parking lot. M. Riel is currently working on the State's annual report and will have a rough draft prepared for the board at the next meeting. Currently the MetaSpace 511 interns are unable to consistently get all of their hours filled at MCL due to other commitments. It was decided to hold interviews next week for a third intern and the total number of required hours would be shared among all three interns. MCL staff are currently looking to bring on a high school junior in the hopes of having that person for a couple years to give some continuity. Circulation was down 6.6% for December and patron visits were down 49.3%, discussion centered around the fact that the total circulation number seems to be rising and that though patrons were visiting less they are still utilizing the library.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Approval of Social Media Policy revisions** - J. Gasser made a motion to approve the revision of the social media policy as presented. D. Magolan seconded. Discussion included how these changes were called to attention and the need for the adjustments. Motion carried.

- B. **Other Board Policies for Future Consideration** - Discussion centered around the fact that the Village sent MCL a new binder that incorporated updated policies which have been adopted at the Village level. M. Riel explained that there are two policies which should be examined closer by the MCL board to determine how to proceed. It was decided to bring these possible adjustments to the Personnel Committee for review first as they pertain to the compensation package and a work from home policy. M. Riel also noted that the credit card terminals will be arriving soon and began discussion on the possible need for a policy regarding the use of credit cards within MCL.

IV. REFERRAL ITEMS

- A. Consideration and review of employee performance bonuses which will either be taken from the 2020 or 2021 budget as appropriate.
- B. Update the MCL employee benefit package to coordinate with the Village.
- C. Update regarding the Gritzmacher Collection to determine if MCL needs to increase insurance or potentially transfer ownership to the Mukwonago Historical Society.

V. CONFIRMATION OF NEXT MEETING DATE

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

VI. ADJOURNMENT

- A. M. Penzkover made a motion to adjourn the meeting at 6:37 pm. D. Magolan seconded. Motion carried.