

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

Meeting Date: Thursday, March 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, H. Pringle, and Interim Director M. Riel. M. Penzkover, C. Stienstra, and D. Whalen were excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** -
  - a. M. Lacock made a motion to approve the minutes from the Board of Trustees meeting on February 11, 2021. J. Darin seconded. Motion carried.
  - b. E. Brill made a motion to approve the minutes from the Special Board of Trustees meeting on March 4, 2021. J. Darin seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - M. Riel shared the list of expenditures. D. Magolan made a motion to approve the expenditures as presented. S. Kaufman seconded. Motion carried.

### **II. REPORTS**

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds, Finance, and Policy Committees had not met since the last board meeting. The Personnel Committee met on February 23, 2021, and items related to that meeting are on the agenda.
- B. **Library Director Report** - M. Riel shared information regarding Covid policies as well as programming related information that will be discussed later on the agenda. Circulation at MCL is down in comparison to years past, but currently remains average within the Bridges system.

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

- A. **Reserve Fund Balance** - M. Lacock made a motion to transfer \$30,000 from the undesignated reserve fund to the designated retirement sick-time payout reserve fund. D. Magolan seconded. Discussion centered around the amount of savings that are currently in each fund and how they have been itemized up to this point. Motion carried.
  - E. Brill made a motion to move \$2,685.59 from a technology designated fund into the undesignated reserve fund. J. Gasser seconded. Motion Carried
- B. **Annual Report approval** - J. Darin made a motion to approve the annual report. M. Lacock seconded. Motion carried.
- C. **Policy Review** -
  - a. M. Lacock made a motion to approve the revised work from home policy. D. Magolan seconded. Discussion centered around how this policy came to fruition and what was adjusted from the Village policy to adapt for MCL needs while still ensuring the legalese is intact. Motion carried.

- b. D. Magolan made a motion to approve the carryover of vacation time to align with Village policy. E. Brill seconded. Discussion centered around ensuring everything was updated and clear to avoid future confusion. Motion carried.
- D. **Return to Normal, Adjusting open hours and other Covid changes** - M. Lacock made a motion to adjust the operating hours to return to the traditional MCL summer hours beginning on April 15th. E. Brill seconded. Discussion centered around how this has been a highly discussed topic within Director meetings and what other local libraries are starting to implement. Motion carried.
- E. **Summer outdoor programming options** - Discussion centered around how staff began looking into canopies to ensure that slightly larger outdoor programs can be conducted and not be affected by the weather. The options are either renting or purchasing something that staff would need to position, covering supplies or possibly a performer. It was determined that due to the unknown nature of the pandemic, how often the outside tent would be utilized, and the zoning codes regarding parking availability the Board would not authorize a tent rental at this time. MCL currently has two canopies within the Thingery and if necessary may be ordering a couple more to ensure staff has one on hand for use while still providing check-out options for patrons.
- F. **Director search and interview questions, timeline, and evaluation if needed** - Discussion centered around who will be asking questions during the preliminary interviews. It was determined that if other Board members have a question they would utilize the zoom chat function and D. Whalen or M. Riel will ensure that the question gets answered at a proper interval. Preliminary interviews are set for closed session meetings on March 18th and 19th both beginning at 6pm. Motion carried.

#### **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, April 8, 2021, at 6:00 pm at the Mukwonago Community Library.

#### **VI. ADJOURNMENT**

- A. D. Magolan made a motion to adjourn the meeting at 7:17 pm. M. Lacock seconded. Motion carried.