

Mukwonago Community Library Board May Meeting Minutes

Meeting Date: Thursday, May 13, 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 6:05 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, J. Darin, D. Magolan, J. Gasser, S. Kaufman, E. Pautz, M. Lacock, M. Penzkover, H. Pringle, C. Stienstra, and D. Whalen, and Director A. Armour.
- C. **Comments from the Public** - Several compliment comments are attached in the packet. No additional comments at this time.
- D. **Approval of Minutes** - D. Magolan made a motion to approve the minutes from the Board of Trustees meeting on April 8, 2021. E. Brill seconded. Motion carried.
D. Magolan made a motion to approve the minutes from the Board of Trustees meeting on April 22, 2021 with the amendment that J. Darin was also not present. E. Brill seconded. Motion carried. J. Darin, M. Penzkover, J. Gasser, E. Pautz abstained.
- E. **Audit and Approval of Monthly Expenditures** - H. Pringle shared the list of expenditures. M. Lacock made a motion to approve the expenditures as presented. S. Kaufman seconded. Motion carried. Discussion centered around if future invoices would require an initial on all paper pages as everything is submitted to the Village electronically. It was determined that the finance policy should be viewed prior to see if the policy may need a revision. Comments included ensuring however the process is run that all information and input numbers are double checked and viewed by the director.

II. REPORTS

- A. **Committee Reports** - H. Pringle noted that the Buildings and Grounds, Finance, Personnel, and Policy Committees had not met since the last board meeting. Buildings and Grounds will be meeting in the near future. The Village is starting a new order for budget reviews and some preliminary numbers may be due in the next month or two, the Finance committee will be scheduling a meeting. The Personnel committee will be meeting to discuss how to fill positions within the near future. The Policy committee will be restarting quarterly meetings in the near future.
- B. **Library Director Report** - A. Amour shared information about the summer library program being planned. Her orientation with Interim M. Riel has gone well thus far and M. Riel will be in on Monday to ensure that no further aid is needed prior to finishing her time at MCL. A. Amour stated she would like a clear list of priorities to ensure she is meeting all of the Boards objectives D. Whalen asked to have this added to the Personnel committee meeting agenda.

III. NEW BUSINESS – DISCUSSION / ACTION ITEMS

- A. **Welcome to Abby Amour as new director** - H. Pringle welcomed A. Amour and highlighted the article in the Freeman.

- B. **Announcement of retirement and discussion of next steps for filling the position** - A. Amour announced that C. Grisham will be retiring in August. She has been working with him to create a succession plan.
- C. **Waukesha County Library Standards Certification** - H. Pringle mentioned that this certification is something required every year. He explained that we are a “yes” on all items so the village will be exempt from additional taxes. It was stated now that we have fulfilled that library director position we will need to add in the trustee essentials to the monthly board meetings. J. Gasser made a motion to authorize H. Pringle to sign the Waukesha County Library Standards Certification. E. Brill seconded. Motion carried.
- D. **Memorial Day Parade** - The Legion is hosting the Memorial Day Parade this year and E. Brill revisited having A. Amour introduced to the public. It was determined that this might not be an ideal time to have A. Amour introduced and in the future we would like to host a “Meet and Greet”.

IV. REFERRAL ITEMS

- A. Further discussion regarding COVID policies and practices.
- B. H. Hecker would like to move to the July meeting to discuss the Grutzmacher collection.

V. CONFIRMATION OF NEXT MEETING DATE

- A. The next regular meeting of the Board of Trustees will be held on Thursday, June 10, 2021, at 6:00 pm at the Mukwonago Community Library.

VI. ADJOURNMENT

- A. D. Whalen made a motion to adjourn the meeting at 6:56 pm. M. Lacock seconded. Motion carried.