

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

Meeting Date: Thursday, June 10, 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 6:01 pm by President H. Pringle.
- B. **Roll Call and Introduction of Guests** - Present were E. Brill, D. Magolan, J. Gasser, S. Kaufman, E. Pautz, H. Pringle, C. Stienstra, and D. Whalen, and Director Abby Armour. M. Lacock arrived at 6:06pm. M. Penzkover and J. Darin was excused.
- C. **Comments from the Public** - None.
- D. **Approval of Minutes** - C. Stienstra made a motion to approve the minutes from the Board of Trustees meeting on May 13, 2021 as amended with the correction of the spelling of Grutzmacher on page 2. D. Magolan seconded. Motion carried.
- E. **Audit and Approval of Monthly Expenditures** - A. Amour shared the list of expenditures. S. Kaufman made a motion to approve the expenditures as presented. D. Whalen 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 May 24, 2021, and items related to that meeting are on the agenda.
- B. **Library Director Report** - A. Amour shared information about attending the Farmer's Market and working on collaboration with the community. Bridges meeting will be hosted by Mukwonago Community Library. The HVAC is still not working correctly, but the proper parts and service should be done by the end of June. The Summer Reading program starts next Monday. Staff have transitioned to a customer mirroring policy in regards to masks wearing. Circulation was down again about 20% compared to 2019, but there has been an uptick of renewal of cards and an increase of families entering to checking out items.

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

- A. **Recommendation from the Personnel Committee to change Technology Supervisor job description to MetaSpace 511 Lead Innovator** - Discussion centered around the needs of the library and how this MetaSpace 511 position would fit within the future of MCLs staff requirements to fulfill the Strategic Plan. D. Whalen made a motion to approve the revised Technology Supervisor position to MetaSpace 511 Lead Innovator with the proposed hourly level and salary as presented by the Library Director. M. Lacock seconded. Motion carried.
- B. **Recommendation from the Personnel Committee to change Youth Services Assistant job description to Community Engagement Coordinator** - Discussion centered around the needs of the library and how this position will aid in fulfilling the Strategic Plan as well as engage further with the community. D. Whalen made a motion to approve the change from the current position to the Community Engagement Coordinator at the

salary level and with benefits as proposed by the Library Director. M. Lacock seconded. Motion carried.

- C. **Review and Implementation of Library Director's first 90 days Goals & Objectives** - Discussion centered around the Personnel Committee bringing this to the Board for informational purposes. It is the thoughts of D. Whalen that we table this until the September or October Board meeting.
- D. **Credit card/cash drawer POS for circulation stations** - Discussion centered around how to utilize these stations and connect them properly. It has been determined a software will need to be purchased that allows the private secure credit terminal to talk with the private secure polaris and not go through the Bridges account. This software will also create an audit trail. C. Stienstra made a motion to make the purchase of the envisionware cash drawer hardware and credit card and cash drawer POS software from discretionary capital funds and the maintenance of these units will be paid out of the operating budget as presented. E. Brill seconded. Motion carried.
- E. **Mukwonago Community Library 'Return to Normal' Policy** - Discussion centered around how to proceed with the 'Return to Normal' Policy and the needs of MCL. J. Gasser made a motion to rescind the 'Return to Normal' policy with the understanding that staff should mirror patrons mask wearing and computer/furniture spacing still be present. E. Brill seconded. Motion carried.
- F. **Mukwonago Community Library COVID-19 Employee Policy** - D. Whalen made a motion to rescind staff COVID-19 policy with the understanding that staff should mirror patrons mask wearing as presented. D. Magolan seconded. Motion carried.
- G. **Retiree recognition** - Discussion centered around the best way to recognize C. Grisham and his long-term commitment to MCL.
- H. **Discussion of board meetings going forward - in person, Zoom, other** - Discussion centered around what the best practice would be going forward. H. Pringle made a motion to start holding MCL board meetings in person starting July 2021 and going forward unless circumstances deem otherwise. C. Stienstra seconded. Discussion included charging the policy committee with creating a policy to ensure we are compliant with State regulations. Motion carried.
- I. **Use of digital platform hosted by Village for meeting agendas and minutes** - H. Pringle made a motion to request that the Village conduct a demonstration of the digital platform for agendas and minutes. D. Whalen seconded. Motion carried.

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

- A. H. Hecker presentation at the July meeting to discuss the Gritzmacher collection.
- B. Trustee Essentials being added to the July meeting agenda

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

- A. The next regular meeting of the Board of Trustees will be held on Thursday, July 8, 2021, at 6:00 pm at the Mukwonago Community Library.

#### **VI. ADJOURNMENT**

- A. E. Brill made a motion to adjourn the meeting at 7:33 pm. M. Lacock seconded. Motion

carried.