

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, October 14, 2021

Time: **6:00 pm**
Place: **Mukwonago Public Library**

1. Call to Order

2. Roll Call and Introduction of Guests

3. Comments from the Public

Information and comment may be received from the public by the Library Board, but solely as to matters that appear on the Agenda for that meeting. The public comment session shall last no longer than 15 minutes and individual presentations are limited to (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Library Board may have limited discussion on the information received, however, no action will be taken on issues raised during the public comment session unless they are otherwise on the agenda for that meeting. Public comments should be addressed to the Library Board as a body. Presentations shall not deal in personalities or personal attacks on members of the Board, the applicant for any project, or Village employees. Comments, questions and concerns shall be presented in a respectful and professional manner. Any questions to an individual member of the Library Board or Staff will be deemed out of order by the Presiding Officer.

4. Approval of Minutes

5. Audit and Approval of Monthly Expenditures

- 5.a Invoices and Executive Summary for September
[Financial Executive Summary 20211014.pdf](#)
[Financial Invoices 20211014.pdf](#)

6. Committee Reports

Committee chairperson will report on any recent committee activity. There will be no discussion or action on anything reported out.

6.a Building & Grounds Committee - last met August 10, 2021

6.b Finance Committee - last met August 5, 2021

6.c Policy Committee - last met September 13, 2021
[Policy Committee Minutes 20210913_unapproved.docx](#)

6.d Personnel Committee - last met October 7, 2021
[MCL Personnel Committee Minutes 20211007_unapproved.docx](#)

7. Library Director Report

- 7.a Library Director Report for October 2021
The Director's report is for information only.
[Library Director Report October 2021.pdf](#)

8. Discussion/Action Items

- 8.a Grutzmacher Collection Donation Agreement
Discussion and possible action on Grutzmacher Donation Agreement written by Attorney Blum.
[Grutzmacher Donation Agreement DRAFT 20210927.pdf](#)
- 8.b Update Policy Review Schedule
Discussion and possible action on recommendation from Policy Committee to update Policy Review Schedule for next year by keeping review schedule the same and resuming scheduled revisions in 2022.
[MCL Policy Review Status and Schedule DRAFT approved by Policy Committee 20210913.pdf](#)
- 8.c Electronic Meeting Policy
Discussion and possible action on recommendation from Policy Committee to adopt the new Electronic Meeting Policy with the proviso that this policy will not be implemented until supporting technology is acquired.
[Electronic Meeting Policy_DRAFT approved by Policy Committee 20210913.docx](#)
- 8.d Purchase Technology for Electronic Meetings
Discussion and possible action on recommendation from Policy Committee on technology to purchase in order to comply with Electronic Meetings Policy.
[Proposal for Purchasing Electronic Meeting Equipment 20211014.docx](#)
- 8.e Personnel Policy Updates
Discussion and possible action on recommendations from Policy Committee for updates to Personnel Policy.
[Personnel Policy DRAFT approved by Policy Committee 20211013.pdf](#)
- 8.f Year End Projected Totals
Discussion and possible action on recommendations for using unspent budget.
[FY2021 Projected Year End Totals.pdf](#)
[Quotation_US-67943 - RFID Readers - Budget Quote.pdf](#)
[Quotation_US-67944 - X11 Kiosks - Budget Quote.pdf](#)
[Quotation_US-67946 - X11 Sidecars - Budget Quote.pdf](#)
[Taylor Computer Services Circulation Computers QUOTE.pdf](#)
[Taylor Computer Services Server PowerEdge R250 QUOTE.pdf](#)
- 8.g Library Board Access to Technology
Discussion and possible action on researching and purchasing technology for Library Board Trustees to access online agendas and packets.

- 8.h Archiving Social Media
Discussion and possible action on end of ArchiveSocial through the Village.

- 8.i Goals and Objectives for Library Director
Discussion and possible action on the Director Goals 2021 and First 90 Days Plan review and future goals.
[Library Director Goals End-of-Year Assessment presented 20211014.pdf](#)

- 8.j Program Assistant Job Description
Discussion and possible action on recommendation from Personnel Committee to approve new job description of Program Assistant.
[MCL Program Assistant Job Description _ proposal for Library Board 20211014.pdf](#)

- 8.k Wage Ranges for FY2022
Discussion and possible action on wage ranges for FY2022.
[Village CPI CALC for 2022 budget.pdf](#)
[Wage Range Resolutions 2017 through 2021.pdf](#)
[RESOLUTION 2021-01 Wage Resolution FY2022_DRAFT.pdf](#)

9. Closed Session

Closed session pursuant to Wis. Stats § 19.85 (1) (c) (Compensation and Evaluation. Considering employment, promotion, compensation or performance evaluation data of any public employee subject to the jurisdiction or authority of governing body.) Review salary changes for FY2022 beyond standard in relation to staff performance.

10. Open Session

Motion to reconvene into open session pursuant to Wis. Stats. §19.85(2) for possible discussion and/or action concerning any matter discussed in closed session

11. Referral Items

12. Confirm Next Meeting Date

The next Library Board meeting will be held on Thursday, November 11, 2021 at 6:00pm.

13. Adjourn

It is possible that a quorum of, members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the Municipal Clerk's Office, (262) 363-6420.