

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, December 9, 2021

Time: **6:00 pm**

Place: **Mukwonago Community 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

- 4.a Library Board minutes of November 11, 2021
[Library Board Minutes 20211111_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

- 5.a Invoices and Executive Summary for November
[Financial Executive Summary 20211209.pdf](#)
[Financial Invoices 20211209.pdf](#)

6. Committee Reports

- 6.a Building & Grounds Committee - last met November 29, 2021
[Building and Grounds Committee Minutes 20211129_unapproved.pdf](#)
- 6.b Finance Committee - last met August 5, 2021
- 6.c Personnel Committee - last met October 7, 2021
- 6.d Policy Committee - last met December 2, 2021
[Policy Committee Meeting Minutes 20211202_unapproved.pdf](#)

7. Library Director Report

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

8. Discussion/Action Items

- 8.a Grutzmacher Artifact Collection
Discussion and possible action regarding developments in efforts to donate Grutzmacher Artifacts to the Mukwonago Historical Society.
- 8.b HVAC Contracts
Discussion and possible action on recommendation from the Building and Grounds Committee on HVAC maintenance contracts.
- 8.c Library Board Bylaws
Discussion and possible action on recommendation from Policy Committee to update Bylaws to reflect new Electronic Meetings Policy.
[MCL Board Bylaws 20211209_unapproved.pdf](#)
- 8.d Trustee Essentials Chapter 3
Discuss questions posed at end of chapter 3 of Trustee Essentials.
[Trustee Essentials Chapter 03.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 - employee performance evaluations and compensation)

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 regular Library Board meeting will be on Thursday, January 13, 2022 @ 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.

Village of Mukwonago

DRAFT MINUTES OF THE LIBRARY BOARD MEETING

Thursday, November 11, 2021

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

Call to Order

The President H. Pringle called the meeting to order at 6:05 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Board Members Present

E. Brill
D. Magolan
J. Gasser
S. Kaufman
M. Lacock
E. Pautz
H. Pringle
C. Stienstra
D. Whalen

Excused

J. Darin
M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

M. Lacock/S. Kaufman motioned to approve the minutes from the Board of Trustees meeting on October 14, 2021. Unanimously carried.

Audit and Approval of Monthly Expenditures

S. Kaufman/D. Whalen motioned to approve the monthly expenditures. Unanimously carried.

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

Building & Grounds Committee - last met on August 10, 2021

Finance Committee - last met on August 5, 2021

Personnel Committee - last met on September 13, 2021

Policy Committee - last met on October 7, 2021

Library Director Report The Library Director Report is for information only.

A. Armour shared information about the HVAC system and an update regarding the Grutzmacher Collection. Circulation is still down 19% but this month's circulation was similar to 2019's circulation numbers which shows an upward progression.

Discussion/Action Items

Library Closures for 2022

Discussion and possible action on approving dates in 2022 when the library is closed to the public for holidays and staff development.

H. Pringle presented the holiday closures.

D. Whalen/D. Magolan motioned to approve the 2022 library closure dates. Unanimously carried.

2022 Annual Addendum to Bridges Library System Member Library and Cafe Agreements

Discussion and possible action on approving the 2022 annual addendum to the Bridges Library System contract.

H. Pringle reviewed this agreement and explained that the president and secretary need to sign this annual addendum.

D. Whalen/E. Brill motioned to approve the 2022 Annual Addendum to Bridges Library System Member Library and Cafe Agreements and authorize the president and secretary to sign the contract. Unanimously carried.

FY2022 Budget

Discussion and possible action on a proposed update to the FY2022 budget which includes adjustments to account for anticipated increased utility prices and recent personnel changes.

A. Armour noted that there were a few areas that needed to be examined since the FY2022 budget was approved in August. The proposals were highlighted.

C. Stienstra/M. Lacock motioned to approve the reprogramming of funds for the FY2022 budget. Unanimously carried.

Strategic Planning

Discussion on beginning the next cycle of strategic planning.

A. Armour noted that the board authorized the extension of the plan through next year, which means through 2022 we should be creating the next strategic plan.

Review Trustee Essentials - Chapter 2

Trustee Essentials Chapter 2: Who Runs the Library? - H. Pringle reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

Referral Items

Review and possible action of matters relating to the donation of the Grutzmacher Collection.

Confirm Next Meeting Date

Regular Library Board on December 9, 2021 at 6pm.

Adjournment

M. Lacock/E. Brill motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:00 pm.

DRAFT

Mukwonago Community Library Executive Summary 2021

Balance as of December 9, 2021

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	516,810.00	447,594.36	69,215.64	86.6%
5112 - Social Security	39,545.00	33,438.63	6,106.37	84.6%
5152 - Retirement	41,893.00	32,244.08	9,648.92	77.0%
5154 - Health	74,855.00	65,625.40	9,229.60	87.7%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,350.00	3,519.78	(169.78)	105.1%
5219 - Professional Services	10,000.00	2,871.61	7,128.39	28.7%
5220 - Contractual Services	18,000.00	23,277.42	(5,277.42)	129.3%
5221 - Water & Sewer	3,500.00	1,982.62	1,517.38	56.6%
5222 - Electric	28,000.00	29,049.84	(1,049.84)	103.7%
5224 - Gas	9,500.00	9,607.31	(107.31)	101.1%
5225 - Telephone	8,000.00	7,804.95	195.05	97.6%
5226 - Insurance	16,000.00	9336.76	6,663.24	58.4%
5310 - Outside Services	15,000.00	19,281.04	(4,281.04)	128.5%
5311 - Supplies	25,000.00	17,003.70	7,996.30	68.0%
5312 - Printing	500.00	576.89	(76.89)	115.4%
5314 - MetaSpace 511 Equip/supplies	7,000.00	1,308.87	5,691.13	18.7%
5315 - Postage	500.00	437.13	62.87	87.4%
5326 - Periodicals	3,000.00	2,740.57	259.43	91.4%
5327 - Newspapers	1,500.00	1,475.40	24.60	98.4%
5328 - Books	71,947.00	60,587.88	11,359.12	84.2%
5329 - AV Materials	25,000.00	17,515.73	7,484.27	70.1%
5330- The Thingery	7,000.00	6,823.81	176.19	97.5%
5331 - Programming	15,000.00	4,964.02	10,035.98	33.1%
5332 - Mileage	1,500.00	102.37	1,397.63	6.8%
5333 - Outreach	2,000.00	183.66	1,816.34	9.2%
5335 - Training & Travel	5,000.00	1,790.99	3,209.01	35.8%
5340 - Digital Materials	10,543.00	5,743.85	4,799.15	54.5%
5341 - Cafe	22,589.00	22,589.00	0.00	100.0%
5343 - Data Lines	1,200.00	600.00	600.00	50.0%
5344 - Shared County Databases	12,271.00	12,271.00	0.00	100.0%
5395 - Repairs & Maintenance	10,000.00	14,472.86	(4,472.86)	144.7%
5399 - Other	3,500.00	3,497.50	2.50	99.9%
5811 - Technology Equipment	10,000.00	24,370.74	(14,370.74)	243.7%
TOTAL Budget Accounts	1,029,503.00	884,689.77	144,813.23	85.9%
<i>Donation Accounts</i>				
Balance from 2020(Pending)	65,761.96			
4890 - Donations Revenue 2021			58,984.77	
5806 - Donation Expenditures 2021			(71,135.19)	
TOTAL Donation Accounts	53,611.54		(12,150.42)	
OVERALL TOTAL			132,662.81	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
December 9, 2021

Account	Vendor	Memo	Amount
5219 Professional Services	Hippenmeyer, Reilly, Blum, Sch	Grutzmacher collection review	351.50
5219 Professional Services	Hippenmeyer, Reilly, Blum, Sch	review donation agreement	74.00
5220 Contracted Services	Hennes Services	Fall Preventive Maintenance	1950.00
5220 Contracted Services	Taylor Computer Services	Repair cloud Key	187.50
5220 Contracted Services	Taylor Computer Services	Network Segmentation & User Acc	1656.25
5220 Contracted Services	Taylor Computer Services	DeepFreeze issues and Faronics Li	343.75
5220 Contracted Services	United States Alliance Fire	Annual Inspection	900.00
5222 Electric	WE Energies- Electric	October	2673.73
5224 Gas	WE Energies- Gas	October	515.38
5225 Telephone	CenturyLink Village Charge	10/21/21-11/20/21	180.70
5225 Telephone	Charter Communications- Villag	10/28/21-11/27/21	567.77
5310 Outside Services	America Aquaria	Fish tank Cleaning	85.00
5310 Outside Services	Klassy Kleaners	Restroom Cleaning	960.00
5310 Outside Services	Unique	Placements	8.95
5310 Outside Services	Unique	Placements	62.65
5311 Supplies	AlSCO	Mats & Dusters	66.16
5311 Supplies	Amazon Business	General Supplies	312.01
5311 Supplies	Demco	Processing supplies	137.22
5311 Supplies	Garden Mart- Village Credit Car	Planter Box Decor	121.06
5311 Supplies	Garden Mart- Village Credit Car	Planter Box Decor	34.14
5311 Supplies	Home Depot- Village Credit Car	Tree lights (NOV)	179.88
5311 Supplies	Image Supply- Village Credit Ca	Tape	51.65
5311 Supplies	Office Pro Inc.-Village Charge	Copy Paper	1.43
5311 Supplies	Quill	Office Supplies	104.41
5311 Supplies	Quill	Cleaning Supplies	115.94
5311 Supplies	Quill	Cleaning Supplies	64.79
5311 Supplies	Quill	Cleaning Supplies	339.50
5311 Supplies	Reliance Barcode Solutions	Barcodes	409.73
5311 Supplies	Walmart- Village Credit Card	Cleaning supplies	32.92
5312 Printing	Central Office Systems- Village	Lease	8.58
5312 Printing	De Lage Landen- Village Charge	Lease	8.32
5312 Printing	James Imaging Systems	Copies	22.03
5314 MetaSpace 511 Equip. Apple - Village Credit Card		Coloring App (NOV)	2.61
5314 MetaSpace 511 Equip. Apple - Village Credit Card		Coloring App	2.61
5314 MetaSpace 511 Equip. Brown Dog Gadgets- Village Cr		Supplies	59.20
5315 Postage	Quadient Leasing- Village Charg	postage machine lease	24.37
5315 Postage	United States Postal Service- Vi	Stamps	58.90
5327 Newspapers	Freeman	12 Month subscription	252.00
5327 Newspapers	Wall Street Journal- Village Cre	Newspaper (NOV)	149.97
5328 Books	Amazon Business	Books	328.07
5328 Books	Baker & Taylor	Books	17.63
5328 Books	Baker & Taylor	Books	36.37

5328 Books	Baker & Taylor	Books	76.38
5328 Books	Baker & Taylor	Books	18.46
5328 Books	Baker & Taylor	Books	138.05
5328 Books	Baker & Taylor	Books	25.18
5328 Books	Baker & Taylor	Books	98.22
5328 Books	Baker & Taylor	Books	3.77
5328 Books	Baker & Taylor	Books	15.11
5328 Books	Baker & Taylor	Books	41.69
5328 Books	Baker & Taylor	Books	1538.02
5328 Books	Baker & Taylor	Books	73.29
5328 Books	Baker & Taylor	Books	92.61
5328 Books	Baker & Taylor	Books	11.19
5328 Books	Baker & Taylor	Books	10.63
5328 Books	Baker & Taylor	Books	22.38
5328 Books	Baker & Taylor	Books	116.99
5328 Books	Baker & Taylor	Books	91.64
5328 Books	Baker & Taylor	Books	64.57
5328 Books	Baker & Taylor	Books	251.01
5328 Books	Baker & Taylor	Books	31.91
5328 Books	Baker & Taylor	Books	9.51
5328 Books	Baker & Taylor	Books	15.95
5328 Books	Baker & Taylor	Books	8.18
5328 Books	Baker & Taylor	Books	1409.91
5328 Books	Brodart	Books	377.65
5328 Books	Brodart	Books	347.18
5328 Books	Brodart	Books	1025.95
5328 Books	Brodart	Books	338.91
5328 Books	Brodart	Books	974.36
5328 Books	Cengage	Books	30.39
5328 Books	Cengage	Books	28.79
5328 Books	Cengage	Books	61.58
5328 Books	Cengage	Books	30.39
5328 Books	Cengage	Books	30.39
5329 AV Material	Amazon Business	DVD	1263.87
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	13.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	DVD (NOV)	23.98
5329 AV Material	Amazon- Village Credit Card	DVD (NOV)	14.99
5329 AV Material	Amazon- Village Credit Card	DVD (NOV)	14.99

5329 AV Material	Amazon- Village Credit Card	Kindle	14.99
5329 AV Material	Amazon- Village Credit Card	Kindle	14.99
5329 AV Material	Findaway	AC adapter	53.97
5329 AV Material	Findaway	Playaways	1878.90
5329 AV Material	Findaway	Playaway	289.98
5329 AV Material	Findaway	Playaways	2306.54
5329 AV Material	Midwest Tape	Audio Books	374.91
5329 AV Material	Midwest Tape	Audio Books	149.97
5329 AV Material	Midwest Tape	Audio Books	647.62
5330 Thingery	Amazon Business	General Thingery items	943.26
5330 Thingery	Roku- Village Credit Card	Wireless receiver	20.99
5330 Thingery	Walmart- Village Credit Card	Thingery items (NOV)	32.20
5330 Thingery	Walmart- Village Credit Card	Thingery items (NOV)	5.94
5331 Programming	Amazon Business	Program supplies Tree lighting	86.82
5331 Programming	Amazon Business	Refund Beads	-63.71
5331 Programming	Amy Mueller	Storytime on the go & Shake Rattle	140.00
5331 Programming	Buchmann, Terry	Class supplies	246.44
5331 Programming	Pick 'N Save- Village Credit Card	Pie/ Purple Springs Program (NOV)	14.33
5331 Programming	Shawna Muren	Tea Party Event	600.00
5331 Programming	Tanya Hinz	Painting Class	60.00
5331 Programming	Walmart- Village Credit Card	Program supplies(NOV)	17.00
5333 Outreach	Vista Print- Village Credit Card	Library business Cards (NOV)	89.24
5333 Outreach	Vista Print- Village Credit Card	Library business Cards/ REFUND	-89.24
5333 Outreach	Vista Print- Village Credit Card	Library business Cards/ REFUND	-75.55
5335 Training & Travel	Hyatt Regency- Village Credit Card	Meal/ Conference	6.84
5335 Training & Travel	Hyatt Regency- Village Credit Card	Hotel/ Conference	523.19
5335 Training & Travel	Pho Coma- Village Credit Card	Meals/Conference	10.02
5340 Digital Materials	Acorn- Village Credit Card	Monthly charge (NOV)	6.29
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud (NOV)	83.99
5340 Digital Materials	Bridges Library System	Automation	81.90
5340 Digital Materials	MailChimp- Village Credit Card	Monthly Newsletter November	62.99
5340 Digital Materials	Midwest Tape	Hoopla	288.18
5340 Digital Materials	Netflix- Village Credit Card	11/1/21-11/30/21(NOV)	17.99
5340 Digital Materials	Netflix- Village Credit Card	12/1/21-12/31/21	17.99
5340 Digital Materials	Tidio- Village credit card	Chat communicator	69.30
5399 Other	B2E Solutions	Payroll fees	36.00
5399 Other	B2E Solutions	Payroll	42.17

TOTAL REGULAR ACCOUNTS \$ 31,342.09

5806 Donation Expense	Facebook Post	Wrong Credit card used/reimburse	14.00
5806 Donation Expense	Facebook Post	Wrong Credit card used/reimburse	1.04
Total Donation Expenses			15.04
Director	Treasurer	To Be Reimbursed	15.04
		Regular Donation Expenses	0.00

Secretary Total Expenses \$ 31,357.13

Village of Mukwonago

**DRAFT MINUTES OF THE Building & Grounds Committee MEETING
Monday, November 29, 2021**

Time: **5:00 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

Call to Order

The Committee Chair Mark Penzkover called the meeting to order at 5:00pm.

Roll Call and Introduction of Guests

Committee Members Present

E. Brill
H. Pringle
J. Gasser
M. Penzkover

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Brill motioned to approve the minutes from the Building & Grounds Committee meeting of August 10, 2021. H. Pringle seconded the motion. Unanimously carried.

Discussion/Action Items

Code compliance for plumbing

Discussion on recent plumbing code issues and explanation on how they are being addressed.

Director Armour informed the Committee that the library had received and Inspection Non-Compliance Notice from the Village regarding three plumbing issues related to cross-connection code issues. She and the Administrative Assistant had immediately begun working on addressing this with Ilingworth-Kilgust and anticipate full compliance by the end of the week.

Mandatory testing of sprinkler system

Discussion and possible action on approving expenditures for conducting mandatory sprinkler safety tests on dry sprinkler system in conjunction with village schedule.

Director Armour presented the Committee with a quote for a mandatory sprinkler system test from Ron Bittner, Public Works Director. The rest of the village will be conducting testing at

the end of 2021 and he wanted to know if the library would like to get on the schedule. The Committee discussed the advantages of working more closely with the village to reduce duplicated efforts, ensure routine maintenance such as this is planned for as far out as possible, and to use DPW's expertise to identify upcoming costs and help inform the budgeting process. The Committee determined that the sprinkler testing should be conducted and that the invoice could be included with the usual financial approvals at a regular Library Board meeting.

HVAC maintenance agreements

Discussion and possible action approving contracts for HVAC maintenance.

Director Armour presented several maintenance contracts from Ilingworth-Kilgust for routine HVAC maintenance for both the control software and the hardware. She related the difficulties that the library has experienced in getting the HVAC to work properly, specifically between getting the hardware and software technicians to communicate. She is waiting on a third quote from A/C Service Inc, the company used by the Village. The Committee asked Director Armour to compile a comparative spreadsheet once she has received all of the quotes and present it to them at their next meeting.

Referral Items

None.

Confirm Next Meeting Date

Building and Grounds Committee will meet at 4:45pm on Thursday, December 9, 2021.

Adjournment

Chair M. Penzkover adjourned the meeting at 5:47pm.

Minutes submitted by Abby Armour.

Mukwonago Library Board

Policy Committee **DRAFT Meeting Minutes**

Meeting of Thursday, December 2, 2021

I. REGULAR ORDER OF BUSINESS

A. The meeting was called to order at 10:03 a.m., December 2, 2021 by Policy Chair Howard Pringle. In attendance were committee members Trustees Diane Magolan, Carol Stienstra and Howard Pringle. Also in attendance was Library Director Abby Armour.

B. Public Comment.

There were no public comments.

C. The minutes of the September 13, 2021 Policy Committee meeting were reviewed. The minutes were approved as submitted.

Motion by Stienstra, second by Magolan. Approved unanimously.

II. NEW BUSINESS – DISCUSSION / ACTION ITEMS

A. Library Board Bylaws

A draft of a revised set of Board Bylaws was presented that incorporated reference to, and language from, the recently adopted Electronic Meetings Policy. The sections affected are Article II, Section 2 “Meeting attendance” and Article IV, Section 5 “Quorum”. The Committee recommends that the revision be forwarded to the Board for review and adoption at the December Board meeting.

Motion by Stienstra, second by Magolan. Approved unanimously.

B. Credit Card Policy

Director Armour presented a working draft of a “Credit Card Policy” that is being developed to clarify and list out how, where and when credit cards may be used and what fees are to be associated with those uses. The Committee and Director Armour discussed usage and cost scenarios and agreed to further develop this policy in conjunction with the Finance Committee before presenting a more final version to the Board for approval. It was also decided that the Policy should be renamed to “Electronic Payments Policy” so as to provide more flexibility when alternate payment methods are developed. The Committee will also study whether this policy needs to be standalone or if it can be incorporated into an existing policy at a later time. This policy will be presented to the Board at its December meeting as a Matter of Report and the Committee will request a meeting of the Finance Committee be scheduled to discuss the policy before referral to the Board for final action.

III. REFERRAL ITEMS

Referral to the Board to request meeting of Finance Committee to discuss cost scenarios for Electronic Payments.

IV. NEXT MEETING DATE(S)

The next meeting of the Policy Committee is scheduled to be held Thursday, February 3, 2022 at 11:00 a.m. at the library. The Committee will restart its scheduled quarterly review of policies at this meeting.

V. ADJOURNMENT

Magolan moved, second by Stienstra that the meeting be adjourned. Motion passed unanimously. The meeting adjourned at 10:40 a.m.

Minutes submitted by Howard Pringle, December 2, 2021

Library Director Report: December 2021

Director Meetings and Activities

I attended the WLA Conference (for the first time ever!) in Green Bay from November 17 through 19. I was especially excited about the several sessions I attended that involved post-COVID library planning and how to use data to drive decision making in a public library. This information has already helped shape my thinking for improvements to the library and I look forward to bringing some of these ideas before the Board during strategic planning.

Several citizens of the area are working on establishing a Neighborhood Watch. I attended their first meeting (held at the library on Saturday, November 20) along with Mukwonago Police to learn more about how the library can become part of this effort. The group is excited that the library is expressing interest in being the “biggest house on the block” and the police think it’s a great idea to get the library involved. I will continue to work with them.

December should be when many technologies arrive and are installed. Due to various supply chain delays, we are still waiting on our server which is necessary to be installed before we can get our new copiers, print software, and circulation computers installed. Our new self-checkout machines should be installed on December 20, and I am working with Envisionware on how to maximize the considerable effort of all of this new installation by exploring migrating library-wide software programs (such as Branch Manager, our security gates) to the server all at the same time. It’s a lot of moving pieces, but some planning and headaches now will make for a more secure, dependable, and robust technology foundation for the future.

Cathryn has been working tirelessly with Ilingworth-Kilgust to identify and troubleshoot our persistent HVAC issues. The MetaSpace in particular has been very uncomfortable, often dropping below 60 degrees. After repairing a damper motor and replacing a faulty sensor, we have determined that three VAV motors need to be replaced so that the fans can actually circulate hot air to the children’s area and MetaSpace. The fans should have arrived late last week and we should have them installed and everything fixed by the end of this week.

Midnight Magic: The Library was involved with Midnight Magic a few ways this year. The Library established itself as the host of the annual tree lighting and we have 150+ attend with crafts, games, and Santa inside the library and the lighting outside. A HUGE thank you to the DPW for getting the lights on that massive tree! The Friends of the Library had a smashing success with their cookie sale on Saturday, selling out in a record time of 1 hour and 45 minutes. I also rode in the parade as a village dignitary.

Children’s Department (Jane DeAngelis)

As the year comes to a close, it's time to wrap up spending the remainder of the Youth Services book budget. We are excited to add something new to our collection-- Wonderbooks, which allow children to listen to and simultaneously read-along with picturebooks and early readers. We will be adding many additional Playaway devices to our audiobook collection as well as the

matching physical book titles to accompany these devices. Learn more about both products at <https://playaway.com/> In addition to sizable stacks of new chapter books and profuse piles of new nonfiction, the collection will be further enhanced by the ever-popular graphic novels. There is something for everyone at the Mukwonago Community Library.

Circulation (Tammy Penkalski)

We are continuing to see busier mornings and slower nights, as have many other libraries. Circ has been fairly steady throughout the month, with the usual surge of checkouts before the Thanksgiving holiday. Another part-time circulation clerk decided to resign, so we are investigating hiring back Barb Hansen, an excellent Big Bend circ aid we hired in September, for some more temporary work as we decide how to re-staff.

Reference and Adult Services (Chris Stape)

Well, the biggest news in Adult Services last month wasn't a successful program or anything fun. It was the collapse of our A/V system. Obviously, that interferes with quite a bit. Due to the Thanksgiving holiday, it's been difficult to contact and engage someone who can work on a system like ours, so hopefully we will get someone from MetroSound to come in next week to evaluate the situation and perhaps give us an idea of the cost for repair or revamp. We had to cancel the last two Friday movie showings but prior to that, attendance was good. Our monthly adult Bingo is still doing well and developing a few "regulars." We started an Adult Stretch and Strengthen program that is growing slowly. Before COVID it was a weekly occurrence and developed a good following. Once we're in a position to make it more regular (maybe every other week) I suspect the same thing will happen. A new event we offered was painting with local artist Tanya Hinz. It's limited to 10 attendees but filled up within just a few days. She'll be coming back in January. She offered to make this a monthly or bi-monthly program, but we'll see how it goes.

The biggest upcoming event is "A Cup of Christmas Tea: A Tea Party and Guide to Hosting a Memorable Holiday Party" on Dec. 18th which I'm really looking forward to. Just before that, the same hostess will present a Tea Party Storytime for the kids, as well.

Technical Services and Thingery (Mary Jo Isely)

586 new items processed and cataloged.

Newly cataloged additions to the Thingery: Outdoor Fun: Snowshoes, Winter Fort Kit (Bricks for making snow forts, snowball makers), Memory Lab On-the-Go (pending approval of new form): Wolverine MoviePro (digitizes 8mm/Super 8 film), Kodak Scanza (digitizes slides and negatives), Diamond VHS Digital Converter (digitizes VHS tape), External hard drive. 11 new Hotspots received, processed, cataloged & routed to circulation to fill holds.

New additions to S.T.E.A.M. Kits: Robot Engineer, Osmo Detective Agency, & Marble Maze.

Annual magazine sale began Nov 29. Vicki weeded, deleted and prepared magazines for the sale. Also contacted patrons who requested specific titles for purchase.

Collection selectors winding down 2021 orders. End-of-year orders should be completed by Saturday, Dec. 4. AV orders may be placed until monthly billing closes on Dec. 15.

MetaSpace 511 & Technology (Nancy Aycok)



MetaSpace 511 has seen increased requests for 1:1 laser engraving appointments and 3D printing requests. Unfortunately, the Lead Innovator Nancy had to cancel six laser engraving 1:1 appointments and five 3D printing requests due to lack of heat in MetaSpace 511, with temps dropping to 52-59 degrees. The temperature tolerance range for the laser system and 3D printer equipment is 62-75 degrees. Customers are testing out ideas, creating holiday ornaments, requesting 3D prints and 1:1 appointments for training on the Cricut Maker and Photoshop Elements.

Innovators in Residence Kendal and Kelidy are 95% finished with the asset management project with the remained waiting for new tags and evaluating items for programming and usage. Due to current low use, the Nintendo Switch is moved from MetaSpace 511 to the Thingery to help put the Switch back into circulation. Kendal and Kelidy assisted Eric with decorating the library trees for the holiday season and helping customers with technical issues. Kelidy worked with a five-year-old patron learning robot bowling while her older sister and mother learned how to laser engrave. At the end of the night, the young patron said, "it was the most fun I've had in a long time!"

This month, Nancy has 35 hours of professional development, training on the laser system and 3D printing, and attending maker workshops and groups. She also participated in the Wisconsin Library Association Annual Conference and presented as part of the Mentorship Panel.



MetaSpace 511 also hosted The Teacher Studio with a hybrid in-person and virtual workshop. The Teacher Studio is a partnership between UW-Madison and the Betty Brinn Children's Museum, for in-school and out-of-school-based educators for STEAM-based learning experiences. The workshop activity was to build a structure out of cardboard to support a person's weight, and there were a lot of fun creations!

Community Engagement Coordinator (Eric Huemmer)

Outreach & Marketing:

As part of the grant win, Eric attended the 2021 Statewide Marketing Workshop which featured two national library marketing experts - Kathy Dempsey of Libraries Are Essential and Angela Hursh of Novelist and Super Library Marketing. The MCL will receive \$1,000, a one-on-one

marketing consultation with Kathy Dempsey, and broken into three marketing cohorts of other grant winners to connect and work together with.

The Mukwonago High School has also reached out about partnering with the MCL to bring back the Cultural Folk Fair in 2022 as part of their global studies program. While we're in the early stages of discussion, this will be a joint effort and allow for more focused programming spread throughout a month.

Events & Programming:

The annual Holiday Tree Lighting was a great success! Rough estimates have it at over 150 individuals present at the Tree Lighting ceremony, including a few members of the press, Santa, and a therapy dog dressed up as a reindeer. We could not have been happier with the turnout and will continue to have the event on the Wednesday prior to Mukwonago's Midnight Magic. Teen Dungeons & Dragons continues to have max attendance; I'll be recruiting a few of the regulars to help restart the Teen Library Council and expand programming for teens starting January 2022. Purple Spring memory café has restarted, rotating between Mukwonago, Eagle, and Waterford. The next event will be Dec. 9 at Waterford, and Jan. 13 in Eagle.

Statistics

Mukwonago Community Library								
STATISTICS NOVEMBER 2021								
Circulation					Programming			
Bridges Library System	2021	2020	2019	% to 2019	Type	General	Kids	Teens
Village of Mukwonago	5,352	6,207	8,358	-36%	Friday Movies	22		
Town of Mukwonago	5,898	5,708	6,493	-9%	Book Clubs	17		
Eagle	917	592	946	-3%	Zentangle	21		
Genesee	661	819	557	19%	Art Classes	22		
North Prairie	1,514	658	691	119%	Other Adult programs	15		
Vernon	1,884	1,769	2,091	-10%	Shake rattle & Roll		58	
All other Waukesha County	1,250	1,255	1,510	-17%	Paws to Read	54		
Jefferson County	147	221	281	-48%	Sstorytimes		46	
Subtotal Bridges System	17,623	17,229	20,927	-16%	Other Kids Programs			
Other Wisconsin Counties					Dinovember	80		
Milwaukee County	79	11	75	5%	Contests	8		
Racine County	409	263	662	-38%	MetaSpace Programs	22		
Walworth County	2,875	2,569	2,866	0%	Dungeons & Dragons			15
All other Wisconsin Counties	46	-	8	475%	Totals (380)	261	104	15
Subtotal Wisconsin Counties	3,409	2,843	3,611	-6%	Total Childrens Programs		12	
Total All Counties	21,032	20,072	24,538	-14%	Total YA Programs		2	
YTD ALL COUNTIES	241,616	199,947	295,920	-18%	Total General Programs		29	
Facility Use & Volunteers				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/Decrease		This Year	Last Year	Increase/Decrease	
Study Room Use	114	50	128.0%	Flipster (System Wide)	4035	4731	-14.7%	
Computer Usage	409	324	26.2%	Overdrive Circulation (Mukwonago)	2629	2420	8.6%	
Patron Visits	6,965	5,551	25.5%	Gale Courses Verified (System Wide)	90	118	-23.7%	
History Room Users	9	2	350.0%	Interlibrary Loans Borrower	3	11	-72.7%	
Curbside Pick Ups	18	n/a		Interlibrary Loans Lender	19	28	-32.1%	
Family Care Packages	-	n/a		New Items Added	586	354	65.5%	
Holds Placed	1,418	n/a		New Cards Added	57	33	72.7%	

**Mukwonago Community Library
Library Board Bylaws
DRAFT approved by Policy Committee on December 2, 2021**

**Article I
Identification**

This organization is the Board of Trustees of the Mukwonago Community Library, a municipal public library located in Mukwonago, Wisconsin, established by the Wisconsin county of Waukesha, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

**Article II
Membership**

Section 1. Appointments and Terms of Office. The Mukwonago Community Library Board shall consist of eleven members, constituted as follows as per Wisconsin Statutes Chapter 43.54.

- a. One member shall be a Village of Mukwonago Trustee liaison, appointed by the Village of Mukwonago President and approved by the Village Board.
 - b. Five members shall be appointed by the Village of Mukwonago President and approved by the Village Board.
 - c. One member shall be a Mukwonago Area School District liaison, approved by the Village Board.
 - d. Four members shall be appointed by the Waukesha County Executive and approved by the Waukesha County Board of Supervisors.*
- * The number of library board members appointed by the county is in proportion to the county's share of the annual library budget pursuant to Chapter 43.60 (3) (a) and may change if funding percentages change.

Members shall be appointed for a three-year term unless otherwise designated by the appointing authority. Three-year Board appointments run through June with new terms starting on July 1st.

Library Board membership and terms of office shall be posted on the Library website.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings, except as they are prevented by valid reasons. Members may participate fully in a meeting via electronic means so long as they follow the Electronic Meetings Policy.

Section 3. Removal of Board Members. A Library Board member who misses three (3) Board meetings within a period of one year without notifying the Board President or Library Director shall be subject to removal. A Library Board member may be removed for cause at any time, by the appointing authority. Cause includes any behavior that interferes with the proper discharge

of the member's duties as a member of the board including misconduct, incapacity, neglect of duty or refusal to carry into effect the library's mission. In the event of a circumstance as detailed above, the Board Member may be recommended for removal by a vote of not less than a majority vote of the entire board. Upon such a vote to remove, the recommendation shall be forwarded to the appropriate appointing body for final action.

Article III Officers

Section 1. The officers shall be a president, vice-president, secretary, and a treasurer, elected from among the appointed trustees at the July annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. The Library Board shall serve as a Committee of the Whole for the purpose of nominating a slate of officers. The Nominating Committee of the Whole shall meet prior to the July annual meeting and shall present a slate of officers at the July annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of two years from the July annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library, and generally perform all duties associated with the office of the president.

Section 5. The vice-president will assume the role and duties of the president in the event of the absence or disability of the president, or a vacancy in that office.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of secretary. If no Board member accepts election/appointment to the Secretary position, the Library Director may appoint, with the approval of the Board, a Library staff member to take minutes of Board meetings until a Board member assumes the position of Secretary.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held on the second Thursday of each month at 6 p.m. at the Library. An annual meeting at which Board officers shall be elected shall be held in July.

Section 2. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. Meeting agendas and notices shall be posted at the main entrance of the Library, fully visible from the entrance exterior. Meeting agendas and notices shall also be sent to the Village for public posting consistent with the posting of other public notices, to the Library web site and to any other locations and media as required by law and the Board.

- a. A consent agenda may be used. Items of business that are expected to be so routine as to not require discussion may be placed on this agenda by the chairperson of a committee, the board president, or the library director. Items may be removed from the consent agenda by the request of any board member. The board will vote on the consent agenda in its entirety without discussion.

Section 3. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the results of all votes taken. Current draft Board minutes shall be distributed to all Board members upon completion and submission by the Board secretary. All approved Board minutes shall be posted on a bulletin board in the Library, to the Library web site and to any other locations and media as required by law.

- a. The Library Director shall be the designated custodian of the approved Library Board minutes and shall retain a complete file of the minutes in perpetuity.
- b. Library Board meetings may be recorded and the recordings retained for up to 6 months or a period designated by the Library Board.

Section 4. Special Meetings. Special meetings may be called at the direction of the president or at the written request of five members, for the transaction of business as stated in the call for the meeting. Except in the cases of emergency, at least 24 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 5. Quorum.

- a. A quorum for the transaction of business at any meeting shall consist of 51% of the members of the Board present in person or via videoconference or via electronic means. Members attending a meeting using electronic means must comply with the Electronic Meetings Policy in order to be counted towards the quorum. If the member cannot comply with the audio/visual and security requirements, that member is not considered part of the quorum.

- b. In the event that a quorum is not present as specified in item a, in accordance with Wisconsin Statutes Chapter 43.54 (e), three (3) members of the Board shall constitute a quorum for the sole purpose of approving bills.

Section 6. Open Meetings Law Compliance. All board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Chapters 19.81 to 19.98).

Section 7. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees. The following committees or persons shall be appointed by the president promptly after the July meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items: Personnel, Buildings and Grounds, Policy and Finance & Budget.

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Policy Committee. The Policy Committee shall facilitate the creation of any new policies felt necessary by the Library Director and/or Library Board. The Committee shall examine all existing policies on a regular basis for relevance and currency and to reflect any changes required by legislation, or proposed by Board or staff. The Committee shall, after review, route any requests to examine, revise or update the policies to the appropriate Board Committee or to the Library Director.

Section 4. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 5. No committee shall have other than advisory powers.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Mukwonago Community Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent Library Director, who shall be evaluated on an annual basis. The Library Director shall determine the duties and compensation of all library employees for the Board to approve.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and oversee buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Article VII Library Director

Section 1. The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall not have a vote.

Section 2. The Library Director shall issue notice of all regular and special meetings.

Section 3. The Library Director shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Section 4. The Library Director, with Board approval, shall submit the required annual report to the Division for Libraries, Technology and Community Learning, and the village board.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Mukwonago Community Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in the these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Mukwonago Community Library on the 15th day of March, 2018.

Howard Pringle
President

Nick Reichhoff
Secretary

Revision History

- 21 July 2016:** Revised Article I to show library type as specified by Statute
Revised Article II, Section 1 to delineate Board appointments and terms of office
Revised Article III, Section 6 to permit Director to appoint a staff member to take minutes in absence of Secretary
Revised Article IV, Section 1 to list meeting Board schedule and to list purpose of Annual Meeting
Revised Article IV, Section 2 to clarify and expand agenda posting requirements
Revised Article IV, Section 3 to clarify and expand minutes posting requirements
Added Article V, Section 3 to delineate responsibilities of Policy Committee
Revised and Expanded Article VII by moving references to Library Director responsibilities from previous locations in Article III, Section 6, Article III, Section 7, and Article VI, Section 8.
Added Section markers to Article VII.
Revised adoption date and signatory Board officers
- 15 September 2016:** Revised Article II, Section 1 to specify approval of Board Village and School appointments by Village Board.
- 19 January 2017:** Revised Article IV, Section 1 to change Board meeting time from 7 p.m. to 6 p.m.
- 18 May 2017:** Revised Article IV, Section 3 to clarify draft and approved minutes distribution, specify that the Library Director is custodian of records, and that Board meetings may be recorded and retention of those recordings.
- 17 August 2017:** Revised Article II, Membership. Added Section 3 - Removal of Board Members.
Revised Article III, Officers. Modified Section 2 to have eliminate the use of a nominating committee and have the Board meet as a Committee of the Whole to nominate Board officers.
- 18 January 2018:** Revised Article IV, Meetings, Section 5 adding Paragraph b to provide for a 3 person quorum to permit only for the paying of bills in the event of a lack of full meeting quorum.
- 15 March 2018:** Revised Article II, Membership. Modified Section 3. Added paragraph on removal of Board Member for cause.
Revised Article IV. Meetings, Section 5 to add that a quorum may consist of Board Members attending via videoconference or teleconference.
- 21 June 2018:** Revised Article IV. Meetings, Section 2 to include usage of a consent agenda.

- 20 June 2019:** Revised Article II, Section 1 to include “Three-year Board appointments run through June with new terms starting on July 1st”
- 20 June 2019:** Revised Article IV, Section 1 to revise the section indicated that Board meetings have now moved to the second Thursday of each month
- 9 December 2021:** Article II, Section 1 and Article IV, Section 5 updated to reflect adoption of Electronic Meetings Policy.

DRAFT

Bylaws—Organizing the Board for Effective Action

3

Bylaw Basics

Library board bylaws are the rules established by the library board that govern the board's own activities. Well-crafted bylaws help provide for the smooth and effective functioning of a library board.

Library board bylaws must comply with all relevant statutes. The sample bylaws attached to this *Trustee Essential* note the state laws that are relevant to library board operation. Wisconsin Statutes Chapter 43 includes rules for board appointments, board terms, election of board officers, board quorum, etc. (See [Trustee Essential #18: Library Board Appointments and Composition](#).) In addition, all board meetings and board committee meetings must comply with Wisconsin's Open Meetings Law (see [Trustee Essential #14: The Library Board and the Open Meetings Law](#)). State and federal laws supersede any local library bylaw provisions.

At a minimum, library board bylaws should spell out:

1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
2. When meetings are held, and how meetings are conducted.
3. What committees are appointed, how they are appointed, and what they do.
4. How the bylaws are amended.

A Few Specific Legal Requirements

As mentioned above, state and federal laws supersede any local library bylaw provisions. Below are some of the provisions of Chapter 43 you should be aware of as you review your board bylaws.

Generally, no compensation may be paid to the members of a library board for their services. However, board members may be reimbursed for their actual and necessary expenses incurred in performing duties *outside* the municipality if so authorized by the library board. In addition, members may receive per diem, mileage, and other necessary expenses incurred in performing their duties *within* the municipality if so authorized by the library board *and* the municipal governing body (county board for a consolidated county public library board).

Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum. For library boards in First Class Cities, seven members constitute a quorum.

Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect one of

In This Trustee Essential

- Why up-to-date bylaws are needed for effective library board operation
- How your board can develop or update their bylaws

your members as board president and also elect any other officers provided for in your bylaws.

Crafting Your Library Board's Bylaws

Because bylaws are so fundamental to effective (and legal) library board operations, great care must be taken when developing new bylaws or amending existing bylaws. Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.

For example, confusion can result if it is unclear who has the authority to make decisions for the library. Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority. Likewise, individual board members and board officers can perform official actions on behalf of the board only with specific authorization from the full board.

If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws. Library system staff may be available to review drafts of new or amended bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?

Sources of Additional Information

- *Sample Wisconsin Public Library Bylaws* (attached; also available online at <http://dpi.wi.gov/pld/boards-directors/sample-board-bylaws>)
- *Robert's Rules of Order* (chapter on the development and amendment of bylaws) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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Sample Board Bylaws

Below are sample library board bylaws that can be adapted to local library use. (Note: Material in brackets is for purposes of explanation and should be removed from the final bylaws approved by the board.) A Microsoft Word version is available at <http://dpi.wi.gov/sites/default/files/imce/pld/doc/bylaws.doc>.

Article I. Identification

This organization is the Board of Trustees of the _____ Library, located in _____ Wisconsin, established by the Wisconsin municipality [or municipalities, and/or county] of _____, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II. Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 [for municipal and joint libraries], 43.57 [for consolidated county public libraries], and 43.60 [for additional appointments by the county, based on the level of county funding].

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Article III. Officers

[**Note:** Wisconsin Statutes Section 43.54(2), requires the Board only to elect a president “and such other officers as they deem necessary.”]

[**Note:** Wisconsin Statutes Section 43.58(7), allows a library board to elect annually a “financial secretary” who may be given the authority to invest library gift, bequest, devise or endowment funds as permitted under Wisconsin Statutes Section 112.10. The library board must require a bond from the financial secretary to the library board of a dollar amount at least equal to the value of property held by the financial secretary. The bond must be in substantially the same form as the bond required from the treasurer of the municipality or county. By statute, the financial secretary must make an annual report to the Board showing in detail the amount, investment, income, and disbursements from the funds in his or her charge. The Board may wish to require, in the Bylaws, monthly or quarterly reports in addition to the annual report.]

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office. Vacancies in

office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. A nominating committee shall be appointed by the president three months prior to the annual meeting and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the library (independently of the municipality), and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall co-sign all checks drawn on funds held by the library, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. The treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her. The treasurer shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Article IV. Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in _____ (month) of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, and shall be called at the written request of _____ members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of _____ members of the Board attending the meeting. [For municipal and joint libraries, see the requirements of Wisconsin Statutes Section 43.54(1)(e). For consolidated county public libraries, see the requirements of Wisconsin Statutes Section 43.57(5)(c).]

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V. Committees

Section 1. Standing Committees. The following committees: _____, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items. [Examples of possible standing committees are Personnel, Budget, Building, and Policy.]

Section 2. Nominating Committee. (See Article III, Section 2.)

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts. [Examples of possible ad hoc committees are Planning and Automation.]

Section 4. No committee shall have other than advisory powers.

Article VI. Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the _____ Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and the [city council, village board, town board, county board, and/or any other governing body].

Article VII. Library Director

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII. Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____ Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX. General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (_____) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the _____ Library
on the _____ day of _____

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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