

Village of Mukwonago
Notice of Meeting and Personnel Committee Meeting Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, June 29, 2023

Time: **5:00 pm**

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

Zoom login

<https://us02web.zoom.us/j/82600080565?pwd=OUFTdGxuWlpRa3hZdXpZUDZla09Ldz09>

Meeting ID: 826 0008 0565

Passcode: 040338

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Personnel Committee Meeting Minutes from April 24, 2023

[Personnel Committee Meeting Minutes 20230424_unapproved.pdf](#)

4. Discussion/Action Items

4.a Organization Chart

Discussion and possible action on proposed staffing organization chart prepared by Director Armour.

4.b Staff Compensation

Discussion and possible action on referral from the Finance Committee to examine annual wage advancement and bonus structures in reagrds to upcoming budgetary considerations as well as to be commensurate with comparable libraries.

5. Referral Items

6. Confirm Next Meeting Date

7. 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 MUKWONAGO COMMUNITY LIBRARY'S
PERSONNEL COMMITTEE MEETING**

Monday, April 24, 2023

Time: **6:00 pm**

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

Call to Order

The Vice President Donna Whalen called the meeting to order at 6:00 p.m. located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149

Roll Call and Introduction of Guests

Committee Members Present

M. Lacock
E. Pautz
M. Penzkover
D. Whalen

Excused

J. Darin

Also Present

H. Pringle, President
A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Pautz/M. Penzkover motioned to approve the minutes from the Personnel Committee meeting on April 3, 2023. Unanimously carried.

Discussion/Action Items

Organization Chart

Discussion and possible action on proposed staffing organization chart prepared by Director Armour.

D. Whalen noted that this is a carry-over from the last meeting. It was the desire of the Committee to have the full Committee and MCL President available for further input. A. Armour gave a brief outline of what is being proposed.

D. Whalen/M. Penzkover motioned to make a recommendation to authorize the Library Director to proceed with soliciting employee's input, develop drafts of job descriptions for the associate directors positions, as well as provide any additional information that she receives prior to the next Personnel Committee meeting. Unanimously carried.

Staff Compensation

Discussion and possible action on staff compensation and wage ranges.

A. Armour noted that this was left on as a placeholder to discuss if the Committee had any further information from the state wage survey. That survey information may be available as early as May.

Referral Items

None.

Confirm Next Meeting Date

Thursday, June 8, 2023 at 6:00pm

Adjournment

M. Penzkover/M. Lacock motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:49 pm.