

Village of Mukwonago
Notice of Meeting and Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, January 13, 2022

Time: **6:00 pm**

Place: **virtual via Zoom Join Zoom Meeting: <https://us02web.zoom.us/j/87407040519?pwd=dkFyaStpNnJXdms2ZlhaZjE3UzVhZz09> Meeting ID: 874 0704 0519**
Passcode: 242560 Dial by your location: +1 312 626 6799 US (Chicago) Find your local number: <https://us02web.zoom.us/u/kcn6HDXAQd>

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 December 9, 2021
[Library Board Minutes 20211209_unapproved.pdf](#)

5. Audit and Approval of Monthly Expenditures

5.a Invoices and Executive Summary for December 2021 and January 2022
[Financial 2021 Invoice Year End 20220113.pdf](#)
[Financial 2021 Year End Executive Summary 20220113.pdf](#)
[Financial 2022 January Executive Summary 20220113.pdf](#)
[Financial 2022 January Invoices 20220113.pdf](#)

6. Committee Reports

6.a Building & Grounds Committee - last met December 9, 2021
[Building and Grounds Committee Minutes 20211209_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

7. Library Director Report

7.a Library Director Report for January 2022

The Library Director report is for information only.

[Library Director Report January 2022.pdf](#)

8. Discussion/Action Items

8.a Grutzmacher Collection Update

Discussion and possible action on updates regarding the Grutzmacher collection.

8.b Strategic Planning

Discussion and possible action regarding first step for starting the next strategic plan.

8.c Trustee Essentials Chapter 4

Discuss questions posed at end of chapter 4 of Trustee Essentials.

[Trustee Essentials Chapter 04.pdf](#)

9. Referral Items

10. Confirm Next Meeting Date

The next regular Library Board meeting will be held on February 10, 2022 @ 6:00pm.

11. 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, December 9, 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 6:00 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
J. Darin
D. Magolan
J. Gasser
S. Kaufman
M. Lacock
E. Pautz
M. Penzkover
H. Pringle
C. Stienstra
D. Whalen

Also Present

A. Armour, Library Director

Comments from the Public

None.

Approval of Minutes

E. Brill/D. Magolan motioned to approve the minutes from the Board of Trustees meeting on November 11, 2021. Unanimously carried.

Audit and Approval of Monthly Expenditures

J. Gasser/M. Penzkover 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 November 29, 2021 and December 9, 2021- items related to those meetings are on the agenda.

Finance Committee - last met on August 5, 2021

Personnel Committee - last met on October 7, 2021

Policy Committee - last met on December 2, 2021 - items related to that meeting are on the agenda and there will also be a referral item.

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

A. Armour shared information regarding the HVAC system, there is now consistent heat throughout the library and MetaSpace is at an operable temperature. A. Armour also informed the board that she joined a Milwaukee County Library System application for an ARPA Library Space and Safety Improvement Grant and won. MCL will now be one of the only libraries in Wisconsin with a smart-locker system, this will be an exciting addition to the library.

Discussion/Action Items

Grutzmacher Artifact Collection

Discussion and possible action regarding developments in efforts to donate Grutzmacher Artifacts to the Mukwonago Historical Society.

A. Armour noted that per our lawyer and Wisconsin State Historical Society the MCL Board is responsible for ensuring all items have gone through a NAGPRA inventory process.

M. Penzkover/C. Stienstra motioned to authorize obtaining a few proposals to begin the inventory process as well as identification of any items that may be subject to NAGPRA. A. Armour is also to investigate any grants that may be utilized for this process. Unanimously carried. D. Whalen abstained.

HVAC Contracts

Discussion and possible action on recommendation from the Building and Grounds Committee on HVAC maintenance contracts.

M. Penzkover noted that the buildings and grounds committee charged A. Armour with contacting companies that would be able to work on our system in its entirety.

M. Penzkover/E. Brill motioned to award the service contract for mechanical software and plumbing to Illingsworth-Kilgust for \$8,214 pending final review from Mukwonago DPW Director, Ron Bittner. Unanimously carried.

Library Board Bylaws

Discussion and possible action on recommendation from Policy Committee to update Bylaws to reflect new Electronic Meetings Policy.

H. Pringle noted that the update is needed to ensure our policy and by-laws are congruent.

D. Whalen/M. Lacock motioned to approve the recommendations by the policy committee. Unanimously carried.

Review Trustee Essentials - chapter 3

Trustee Essentials Chapter 3: Bylaws - Organizing the Board for Effective Action - H.

Pringle reviewed information on the applicable topics. The board reviewed the discussion questions for the section of the *Trustee Essentials*.

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 the governing body.)

Motion to enter into closed session by D. Magolan/M. Lacock. Roll call vote: “yes” for E. Brill, J. Darin, D. Magolan, J. Gasser, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, D. Whalen. Motion carried.

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

Motion to enter into open session by M. Lacock/E. Brill. Roll call vote: “yes” for E. Brill, J. Darin, D. Magolan, J. Gasser, S. Kaufman, M. Lacock, E. Pautz, M. Penzkover, H. Pringle, C. Stienstra, D. Whalen.

D. Whalen/M. Penzkover moved to approve the one-time bonuses as presented by the director. Unanimously carried.

D. Whalen/M. Lacock moved to have the library director proceed in the fashion that was discussed in closed session in regards to engaging individuals.

Referral Items

The Finance Committee needs to schedule a meeting in order to review the electronic payment policy prior to board review for adoption.

Confirm Next Meeting Date

Regular Library Board on January 13, 2022

Adjournment

D. Magolan/S. Kaufman motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:52pm.

MUKWONAGO COMMUNITY LIBRARY

ACCOUNT #440-5511 LIBRARY

1/13/2022 2021 EXPENSES

Account	Vendor	Memo	Amount
5219 Professional Services	Buelow Vetter Buikema Olson & Vliet	Personnel Issues	4539.50
5219 Professional Services	Hippenmeyer, Reilly, Blum, Schmitzer...	Grutzmacher issues	168.50
5219 Professional Services	Hippenmeyer, Reilly, Blum, Schmitzer...	Grutzmacher collection	148.00
5219 Professional Services	Hippenmeyer, Reilly, Blum, Schmitzer...	Grutzmacher collection	90.00
5220 Contracted Services	Bridges Library System	Technology Services	37.50
5220 Contracted Services	Great America Financial Services	Copier Agreement	536.50
5220 Contracted Services	United States Alliance Fire	Annual wet, dry Inspection	480.00
5220 Contracted Services	Velocity- Village Charge	Install BSA & Update Phones	300.00
5222 Electric	WE Energies- Electric	November	2504.63
5224 Gas	WE Energies- Gas	November	1130.68
5225 Telephone	CenturyLink Village Charge	11/21-12/20/21	180.70
5225 Telephone	Charter Communications- Village Charge	11/28-12/27/21	567.91
5310 Outside Services	America Aquaria	Fish tank Cleaning	85.00
5310 Outside Services	Credit Card Processing Fees	November	31.00
5310 Outside Services	Klassy Kleaners	Restroom Cleaning/ December	720.00
5310 Outside Services	Ricoh	9/26/21-12/25/21	522.49
5311 Supplies	AlSCO	Mats & Dusters	66.16
5311 Supplies	Cintas- Village Charge	wipes	58.00
5311 Supplies	Hahn Ace- Village Credit Account	Hardware	5.82
5311 Supplies	Office Pro- Village Charge	Copy Paper	7.20
5311 Supplies	Quill	Ink	116.98
5312 Printing	Central Office Systems- Village Charge	Lease	8.58
5312 Printing	De Lage -Village Charge	Lease	8.32
5314 MetaSpace 511 Equip.-!	Amazon Business	MetaSpace Supplies	2177.90
5314 MetaSpace 511 Equip.-!	Apple - Village Credit Card	Coloring App	2.61
5314 MetaSpace 511 Equip.-!	Cricut- Village Credit Card	Annual subscription (DEC)	100.67
5314 MetaSpace 511 Equip.-!	Home Depot- Village Credit Card	Step stool, Work bench & Sh	2162.57
5314 MetaSpace 511 Equip.-!	Walmart - Village Credit Card	TVs	1356.00
5314 MetaSpace 511 Equip.-!	Walmart - Village Credit Card	MetaSpace Supplies	655.80
5328 Books	Amazon Business	Books	688.61
5328 Books	Baker & Taylor	Books	4.40
5328 Books	Baker & Taylor	Books	27.98
5328 Books	Baker & Taylor	Books	57.84
5328 Books	Baker & Taylor	Books	138.45
5328 Books	Baker & Taylor	Books	21.57
5328 Books	Baker & Taylor	Books	7.83
5328 Books	Baker & Taylor	Books	8.81
5328 Books	Baker & Taylor	Books	60.87
5328 Books	Baker & Taylor	Books	1134.45
5328 Books	Baker & Taylor	Books	7.25
5328 Books	Baker & Taylor	Books	3.77
5328 Books	Baker & Taylor	Books	27.70

5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	10.07
5328 Books	Baker & Taylor	Books	44.38
5328 Books	Baker & Taylor	Books	4.40
5328 Books	Baker & Taylor	Books	76.50
5328 Books	Baker & Taylor	Books	207.76
5328 Books	Baker & Taylor	Books	15.11
5328 Books	Baker & Taylor	Books	14.54
5328 Books	Baker & Taylor	Books	9.49
5328 Books	Baker & Taylor	Books	4.40
5328 Books	Baker & Taylor	Books	194.94
5328 Books	Baker & Taylor	Books	15.95
5328 Books	Baker & Taylor	Books	3.91
5328 Books	Baker & Taylor	Books	68.31
5328 Books	Baker & Taylor	Books	6.29
5328 Books	Brodart	Books	301.17
5328 Books	Brodart	Books	446.66
5328 Books	Brodart	Books	112.09
5328 Books	Cengage	Books	27.19
5328 Books	Cengage	Books	103.16
5328 Books	Cengage	Books	54.38
5328 Books	Center Point Large Print	Books	55.94
5328 Books	Center Point Large Print	Books	302.77
5328 Books	Center Point Large Print	Books	27.97
5329 AV Material	Amazon Business	DVD	347.38
5329 AV Material	Amazon- Village Credit Card	DVD (DEC)	13.99
5329 AV Material	Amazon- Village Credit Card	Game (DEC)	59.99
5329 AV Material	Amazon- Village Credit Card	Game (DEC)	29.99
5329 AV Material	Amazon- Village Credit Card	Game (DEC)	39.99
5329 AV Material	Amazon- Village Credit Card	Game (DEC)	59.99
5329 AV Material	Amazon- Village Credit Card	Game (DEC)	59.99
5329 AV Material	Amazon- Village Credit Card	Game (DEC)	59.99
5329 AV Material	Findaway	Playaways	92.98
5329 AV Material	Midwest Tape	Audio Books	619.51
5329 AV Material	Midwest Tape	Audio Books	29.99
5329 AV Material	Midwest Tape	Audio Books	131.98
5329 AV Material	Nintendo- Village Credit Card	Game (DEC)	26.24
5329 AV Material	Nintendo- Village Credit Card	Game (DEC)	26.24
5329 AV Material	Nintendo- Village Credit Card	Game (DEC)	41.99
5329 AV Material	Nintendo- Village Credit Card	Game (DEC)	26.24
5329 AV Material	Walmart - Village Credit Card	DVD (DEC)	112.26
5329 AV Material	Walmart - Village Credit Card	DVD (DEC)	59.99
5329 AV Material	Walmart - Village Credit Card	DVD (DEC)	35.92
5330 Thingery	Walmart- Village Credit Card	Thingery items (DEC)	35.90
5331 Programming	Amazon Business	Program supplies YS	128.33
5331 Programming	Amazon Business	Program supplies DIY	197.19
5331 Programming	Amy Mueller	Shake Rattle & Roll	25.00

5331 Programming	David Alan Alan's- Village Credit Card	prize	50.00
5331 Programming	Walmart- Village Credit Card	Program supplies (DEC)	45.80
5331 Programming	Walmart- Village Credit Card	Program supplies	108.23
5333 Outreach	Bridges Library System	Memory Cafe Project	22.00
5335 Training & Travel	Hyatt Regency- Village Credit Card	Hotel/ Conference DISPUTED	523.19
5335 Training & Travel	Hyatt Regency- Village Credit Card	Group Rate Credit (DEC)	-30.00
5335 Training & Travel	Qdoba- Village Credit Card	Staff Training Meal	283.50
5340 Digital Materials	Acorn- Village Credit Card	Monthly charge (DEC)	6.29
5340 Digital Materials	Adobe- Village Credit Card	Creative Cloud (DEC)	83.99
5340 Digital Materials	MailChimp	Monthly Newsletter	62.99
5340 Digital Materials	Midwest Tape	Hoopla	345.09
5343 Data Lines	State Of WI/ Dept. Of Administration	TEACH Services	600.00
5395 Repairs & Maintenance	EMCOR Services	Replace Actuator	1009.00
5395 Repairs & Maintenance	EMCOR Services	Troubleshoot Controls	910.00
5395 Repairs & Maintenance	EMCOR Services	Replace duct static pressure s	855.00
5395 Repairs & Maintenance	EMCOR Services	Replace VAV motors	3775.00
5395 Repairs & Maintenance	EMCOR Services	Update set points	1957.00
5395 Repairs & Maintenance	EMCOR Services	Troubleshoot VAV issues	589.00
5395 Repairs & Maintenance	Illingworth-Kilgust	Plumbing Code corrections	932.00
5395 Repairs & Maintenance	Metro Sound & Video	Troubleshoot Projection Syst	160.00
5395 Repairs & Maintenance	Rinderle Door Co	Install switch on Front Door	283.30
5399 Other	TASC	Flex account	140.08
5811 Equipment (Non-Capita	Taylor Computer Services	Computers	6157.35
TOTAL REGULAR ACCOUNTS			\$ 44,205.88

5806 Donation Expenditure	Pick 'N Save- Village Credit Card	Staff Gift Card	25.00
5806 Donation Expenditure	Pick 'N Save- Village Credit Card	Staff Gift Card (Dec)	650.00
5806 Donation Expenditure	Walgreens- Village Credit Card	Cards (DEC)	18.98
5806 Donation Expenditure	Walmart- Village Credit Card	Staff gifts (DEC)	40.80

		Total Donation Expenses	734.78
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	734.78
Secretary		Total Expenses	\$ 44,940.66

Mukwonago Community Library Executive Summary 2021

2021 YEAR END January 13, 2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	516,810.00	510,964.56	5,845.44	98.9%
5112 - Social Security	39,545.00	38,247.87	1,297.13	96.7%
5152 - Retirement	41,893.00	36,902.03	4,990.97	88.1%
5154 - Health	74,855.00	65,657.07	9,197.93	87.7%
5158- OPEB Payout	10,000.00	10,000.00	0.00	100.0%
5159 - Other Fringe Benefits	3,350.00	4,390.50	(1,040.50)	131.1%
5219 - Professional Services	10,000.00	7,817.61	2,182.39	78.2%
5220 - Contractual Services	18,000.00	24,631.42	(6,631.42)	136.8%
5221 - Water & Sewer	3,500.00	1,982.62	1,517.38	56.6%
5222 - Electric	28,000.00	31,554.47	(3,554.47)	112.7%
5224 - Gas	9,500.00	10,737.99	(1,237.99)	113.0%
5225 - Telephone	8,000.00	8,553.56	(553.56)	106.9%
5226 - Insurance	16,000.00	9336.76	6,663.24	58.4%
5310 - Outside Services	15,000.00	20,639.53	(5,639.53)	137.6%
5311 - Supplies	25,000.00	17,257.86	7,742.14	69.0%
5312 - Printing	500.00	593.79	(93.79)	118.8%
5314 - MetaSpace 511 Equip/supplies	7,000.00	7,764.42	(764.42)	110.9%
5315 - Postage	500.00	449.85	50.15	90.0%
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	64,894.86	7,052.14	90.2%
5329 - AV Materials	25,000.00	19,375.39	5,624.61	77.5%
5330- The Thingery	7,000.00	6,859.71	140.29	98.0%
5331 - Programming	15,000.00	5,518.57	9,481.43	36.8%
5332 - Mileage	1,500.00	102.37	1,397.63	6.8%
5333 - Outreach	2,000.00	205.66	1,794.34	10.3%
5335 - Training & Travel	5,000.00	2,567.68	2,432.32	51.4%
5340 - Digital Materials	10,543.00	6,110.23	4,432.77	58.0%
5341 - Cafe	22,589.00	22,589.00	0.00	100.0%
5343 - Data Lines	1,200.00	1,200.00	0.00	100.0%
5344 - Shared County Databases	12,271.00	12,271.00	0.00	100.0%
5395 - Repairs & Maintenance	10,000.00	24,943.16	(14,943.16)	249.4%
5399 - Other	3,500.00	3,637.58	(137.58)	103.9%
5811 - Technology Equipment	10,000.00	30,528.09	(20,528.09)	305.3%
TOTAL Budget Accounts	1,029,503.00	1,012,501.18	17,001.82	98.3%
<i>Donation Accounts</i>				
Balance from 2020(Pending)	65,761.96			
4890 - Donations Revenue 2021			59,272.46	
5806 - Donation Expenditures 2021			(71,869.97)	
TOTAL Donation Accounts	53,164.45		(12,597.51)	
OVERALL TOTAL			4,404.31	

Mukwonago Community Library			
REVENUE 2021 Year End			
Department Name	Collected as of 12/31/21	2021 Budget	Balance at Year End
Property tax	464,809	464,809	0
Inter Gov Revenue	529,214	530,094	(880)
Copies	4,233	5,500	(1,267)
Material Replacement	1,536	1,000	536
Book Sale Revenue	3,837	4,000	(163)
Faxes	677	1,500	(823)
Fines	16,205	15,000	1,205
Meeting Room Fees	50	100	(50)
Interest Revenue	430	7,500	(7,070)

Total Revenue	1,020,992	1,029,503	(8,511)
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Ending Balance	
Expense balance minus Revenue shortage	8,490.82

Mukwonago Community Library Executive Summary 2022

January 13, 2022

Account	Amended Budget	Amount Used	Account Balance	% of Budget Used
5110 - Salaries & Wages	559,332.00	0.00	559,332.00	0.0%
5112 - Social Security	44,355.00	0.00	44,355.00	0.0%
5152 - Retirement	41,145.00	0.00	41,145.00	0.0%
5154 - Health	64,788.00	0.00	64,788.00	0.0%
5158- OPEB Payout	10,000.00	0.00	10,000.00	0.0%
5159 - Other Fringe Benefits	3,880.00	0.00	3,880.00	0.0%
5219 - Professional Services	4,000.00	0.00	4,000.00	0.0%
5220 - Contractual Services	16,000.00	0.00	16,000.00	0.0%
5221 - Water & Sewer	3,500.00	0.00	3,500.00	0.0%
5222 - Electric	30,000.00	0.00	30,000.00	0.0%
5224 - Gas	15,000.00	0.00	15,000.00	0.0%
5225 - Telephone	9,000.00	0.00	9,000.00	0.0%
5226 - Insurance	8,000.00	0.00	8,000.00	0.0%
5310 - Outside Services	20,000.00	8.95	19,991.05	0.0%
5311 - Supplies	20,000.00	133.55	19,866.45	0.7%
5312 - Printing	500.00	0.00	500.00	0.0%
5314 - MetaSpace 511 Equip/supplies	5,000.00	0.00	5,000.00	0.0%
5315 - Postage	500.00	0.00	500.00	0.0%
5326 - Periodicals	2,700.00	2,725.22	(25.22)	100.9%
5327 - Newspapers	1,800.00	347.23	1,452.77	19.3%
5328 - Books	70,000.00	187.77	69,812.23	0.3%
5329 - AV Materials	12,000.00	200.02	11,799.98	1.7%
5330- The Thingery	4,900.00	100.00	4,800.00	2.0%
5331 - Programming	10,000.00	0.00	10,000.00	0.0%
5332 - Mileage	2,000.00	0.00	2,000.00	0.0%
5333 - Outreach	2,000.00	0.00	2,000.00	0.0%
5335 - Training & Travel	5,000.00	0.00	5,000.00	0.0%
5340 - Digital Materials	10,000.00	120.00	9,880.00	1.2%
5341 - Cafe	23,713.00	0.00	23,713.00	0.0%
5343 - Data Lines	1,200.00	0.00	1,200.00	0.0%
5344 - Shared County Databases	22,772.00	0.00	22,772.00	0.0%
5395 - Repairs & Maintenance	20,000.00	0.00	20,000.00	0.0%
5399 - Other	5,000.00	0.00	5,000.00	0.0%
5811 - Technology Equipment	18,904.00	0.00	18,904.00	0.0%
TOTAL Budget Accounts	1,066,989.00	3,822.74	1,063,166.26	0.4%
<i>Donation Accounts</i>				
Balance from 2021(Pending)	53,164.45			
4890 - Donations Revenue 2022			961.07	
5806 - Donation Expenditures 2022			0.00	
TOTAL Donation Accounts	54,125.52		961.07	
OVERALL TOTAL			1,064,127.33	

MUKWONAGO COMMUNITY LIBRARY
ACCOUNT #440-5511 LIBRARY
January 13, 2022

Account	Vendor	Memo	Amount
5310 Outside Services	Unique	Placements	8.95
5311 Supplies	Quill	Copy Paper	71.98
5311 Supplies	Quill	Paper	61.57
5326 Periodicals	Rivistas	2022 periodical subscriptions	2725.22
5327 Newspapers	USA Today	10/1/21-1/31/23	347.23
5328 Books	Baker & Taylor	Books	187.77
5329 AV Material	MicroMarketing	Audio Books	200.02
5330 Thingery	Friends Of The Domes	2 passes Individual & 3 guests	100.00
5340 Digital Materials	Asset Tiger	Annual Subscription	120.00
TOTAL REGULAR ACCOUNTS			\$ 3,822.74

		Total Donation Expenses	0.00
Director	Treasurer	To Be Reimbursed	
		Regular Donation Expenses	0.00
Secretary		Total Expenses	\$ 3,822.74

DRAFT MINUTES OF THE Building & Grounds Committee MEETING Thursday, December 9, 2021

Time: **4:45 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 4:47pm.

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

J. Gasser motioned to approve the minutes from the Building & Grounds Committee meeting of November 29, 2021. E. Brill seconded the motion. Unanimously carried.

Discussion/Action Items

5.a HVAC Mechanical Contract

Discussion and possible action on approving an HVAC contract for mechanical maintenance services.

5.b HVAC Software Controls Contract

Discussion and possible action on approving an HVAC contract for software controls maintenance services.

The Committee discussed both items 5.a and 5.b concurrently. Director Armour presented the Committee with a comparisons for both the mechanical and software controls contracts with a recommendation for Ilingworth-Kilgust in order to keep the entire HVAC maintenance program with one company. J. Gasser motioned to recommend to the Library Board awarding both contracts for \$8,214 to Ilingworth-Kilgust pending final review from Mukwonago DPW Director, Ron Bittner. E. Brill seconded the motion. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

Meets as needed

Adjournment

Chair M. Penzkover adjourned the meeting at 5:00pm.

Minutes submitted by Abby Armour.

DRAFT

Library Director Report: January 2021

Director Meetings and Activities

I have spent the majority of my time recently handling circulation. Tammy Penkalski's last day was January 4 and half the circulation staff was out sick over the holidays. I am acting as the Circulation Supervisor, parsing out circulation duties to other departments such as tech services and the admin offices, working closing and evening shifts that can't be filled, doing circulation scheduling, and generally keeping the department running. The position has been posted as widely as possible and I have already received several strong applications. I will be conducting rolling Zoom interviews with candidates prior to booking in-person interviews in order to keep the process as fast as possible. I will be looking for candidates who have strong managerial backgrounds and proven leadership abilities, so I will definitely consider non-library applicants such as night managers, corporate trainers, retail managers, and restaurant managers.

Fred Schnook started in his position of Village Administrator on January 2. The Village Department Heads and Village Board President Winchowski all met together on January 4 to formalize the transition. Fred has already reached out to the Department Heads to set up meetings and has indicated that he will spend his first few months touring all of the village's facilities. I have invited him to see the library and meet our staff and have extended an invitation to attend Library Board meetings. I look forward to having this final "piece to the puzzle" in place, especially during a strategic planning year.

We are still waiting on one key piece of technology before I can implement improvements: our server. Due to supply chain issues, we will not receive the server until the end of January. When we do, I will be able to migrate several vital computer programs to it so they are backed up and centralized. I will also be able to install our new self-checkout machines, our new circulation computers, and our new RFID pads.

Cathryn and I met with Ron Bittner, Head of DPW, to discuss the Emcor/Illingworth-Kilgust contracts approved by the Library Board. He thought they were fine and we discussed the finer details (such as who would purchase the filters) of each contract. He also walked Kathryn and me around the basement and showed us things we should know about. We all agree that we want to work more closely with DPW going forward and I told Ron that "whatever maintenance the village does, I want the library on the same schedule" so that we don't duplicate efforts and so DPW knows what is going on in the library building. I have also instructed Kathryn, as the person in charge of building and maintenance issues, to call Ron any time we need clarification or need to do something new to ensure that we are getting the best deals, not causing double the work for DPW, and generally staying on the same page.

Children's Department (Jane DeAngelis)

The Youth Winter Reading Challenge continues through the month of January. Children and teens are invited to read at least 10 hours in order to earn the book of their choice from the

Prize Book Collection. Anyone who completes the challenge will also earn a chance to win a Grand Prize. This year the Grand Prize is a snow sculpting kit.

Another way to earn a free book from the Prize Book Collection is to complete the Yeti In-Library Scavenger Hunt. Find the yetis and gather the word on their bellies to complete a snowy quote. Everyone is a winner!

And who doesn't love a Guess How Many contest?! Guess how many blue and white LEGOs are in the container and you could win a pudgy plush penguin. The closest without going over is the winner. It may be the long cold month of January, but we still know how to stay warm and have fun at the library.

Circulation

Tammy Penkalski's last day was January 4. I have taken over as the Circulation Supervisor and Cathryn has been helping. I have made some slight modifications to procedures to help make things easier for our circulation clerks and have enlisted the help of other staff members to do isolated tasks such as having the Department Heads complete the pick lists in the mornings and training the shelvers to empty the delivery bins. I have also re-hired Barbara Hansen, a circulation clerk from Big Bend, as temporary help.

Reference and Adult Services (Chris Stape)

Obviously, the return of our A/V system was the biggest news in Adult Services-land. Friday movies are set to resume on January 7th. A few programs had to be put on hold due to the lack of a projector and I will go ahead and schedule them--they include a postponed program on dealing with headaches, a program about keeping your dog entertained in the Winter months, and two separate author events. The biggest hit of December was the two tea parties we had. Queen Bee Tea and Treats hosted a tea party planning program for adults and a tea party storytime for kids prior to that. The feedback for both was fantastic. Bingo, Zentangle, and any craft programs are all going well. Tanya Hinz is returning in January for one of her canvas painting classes. The Adult Winter Reading Challenge (on Beanstack) began December 20 and runs through January 31st.

Technical Services and Thingery (Mary Jo Isely)

700+ new items processed and cataloged. December is the wind-down month for the year. Catching up with processing and cataloging new formats in the Youth Services collections: Wonderbooks (a built-in audio read-along for picturebooks, readers, & chapter books) & Children's Playaways (pre-loaded MP3 player for chapter books). Significant updating of serial publications in the Adult Nonfiction collection—these comprise updates of personal business, law, educational/occupational testing, technology and travel books. In addition, selectors completed their final orders and large quantities of end-of-year purchases are currently being inventoried, processed, and cataloged. New high demand titles have been difficult to obtain due to supply & demand issues. Very frustrating.

MetaSpace 511 & Technology (Nancy Aycok)



MetaSpace 511 started the month by providing fun family activities in the children's area during the Tree Lighting event. LED Light-Up Reindeer Hats were a big hit with kids and families created LEGO ornaments for the Holiday Tree. The HVAC system was fixed on the 9th of December, and Lead Innovator Nancy started rescheduling previously canceled appointments beginning the next day. There were thirteen laser system appointments, with one including 3D printing, along with makerspace orientations/tours. Customers came in to create holiday gifts and ornaments and continue training on the equipment.

Lead Innovator Nancy held a professional development "Lunch and Learn (Can you engrave that?)" for staff to demonstrate the process of laser engraving and to answer questions. Qdoba lunch was provided for staff, different food items were laser engraved, and there were many great questions and conversations about the laser system. Nancy has completed 9.5 hours of professional development by attending the virtual Capitol Hill Maker Faire presentations, mentoring, a makerspace informational meeting, and working on laser system training.



The Innovators in Residence Interns provided Tech Tutor Jr. STEAM learning sessions for a young customer while her mother and older sister have been learning the laser system. She enjoys them so much she created a Christmas House with candy cane reindeer for Innovator in Residence Kelidy as a thank you. Innovators in Residence Kendal and Kelidy developed a fun and interactive stop motion challenge for LEGO Club this month, which was well attended. They posted the tutorial and the videos made by attendees on the Library's YouTube channel to share with the community.

Makerspace Champion Mark A. volunteered 28 hours during December, conducting repairs, maintenance, and testing on the 3D printers, assisting with customer print requests, and helping setup newly purchased furniture for MetaSpace 511. New furniture was purchased to help give a stable working surface and additional storage underneath the 3D printers.

Community Engagement Coordinator (Eric Huemmer)

Outreach & Marketing:

With the start of a new year and a brand-new Style & Communications Guide, the Communications Team is now turning its attention to updating all the MCL's marketing materials such as our handouts and pamphlets. We are also reviewing and integrating new internal marketing procedures to plan out our content farther in advance, document marketing plans for larger events and targeted campaigns months in advance, and continue to stay involved with the Greater Mukwonago Area.

The Library has also been partnering with Prairie View Elementary and Eagleville Charter to supply the books requested by teachers to help supplement the school's library resources and classroom activities. The teachers contact Jane with curricular requests who then uses her

expertise to find appropriate items and then Eric delivers the items every other week. The feedback has been extremely positive as we're able to provide classrooms with the books and support they need. We are working with the school media specialists to determine if this is something that could be scaled to support the school district.

Events & Programming

AARP Tax-Aide will be offered again this year at MCL. Sign-ups will begin January 10, 2022, with a coordinated launch of information between signs, the website, and informing our staff in advance. While not technically an MCL event, this is a highly regarded program by the community, and we want to make sure we're providing a fair and equitable chance for everyone to sign up.

Our Winter Reading Challenge has begun, but we're already looking ahead to Summer with our Summer Library Program: Read Off the Beaten Path. (It's a Summer Camp theme.) Working in conjunction with our Youth Services and Adult Services departments, we'll be coordinating weekly programming, larger events and performers, and how best to promote this to the larger community.

Statistics

Mukwonago Community Library								
STATISTICS DECEMBER 2021								
Circulation					Programming			
Bridges Library System	2021	2020	2019	% to 2019	Type	General	Kids	Teens
Village of Mukwonago	4,481	6,087	6,831	-34%	Book Clubs	21		
Town of Mukwonago	4,810	5,647	5,804	-17%	Bingo	8		
Eagle	832	508	851	-2%	Zentangle	18		
Genesee	552	729	794	-30%	DIY Class	14		
North Prairie	1,528	734	467	227%	Tree Lighting	164		
Vernon	1,415	2,101	1,970	-28%	Cup of Tea	19	12	
All other Waukesha County	1,088	1,191	1,178	-8%	Shake Rattle & Roll		15	
Jefferson County	57	244	297	-81%	Paws to Read	11		
Subtotal Bridges System	14,763	17,241	18,192	-19%	Storytimes		36	
Other Wisconsin Counties					Lego Club		20	
Milwaukee County	82	32	32	156%	MetaSpace Programs	32		
Racine County	268	318	533	-50%	Scavenger Hunt	11		
Walworth County	2,313	2,654	2,922	-21%	Teen Dungeons & Dragons			6
All other Wisconsin Counties	25	-	5	400%	Totals 44	298	83	6
Subtotal Wisconsin Counties	2,688	3,004	3,492	-23%	Total Childrens Programs	9		
Total All Counties	17,451	20,245	21,684	-20%	Total YA Programs	1		
YTD ALL COUNTIES	259,067	220,192	317,604	-18%	Total General Programs	34		
Facility Use & Volunteers				Subscription Databases & Other Highlights				
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	Increase/ Decrease	
Study Room Use	71	51	39.2%	Flipster (System Wide)	3653	4894	-25.4%	
Computer Usage	343	364	-5.8%	Overdrive Circulation (Mukwonago)	2626	2597	1.1%	
Patron Visits	6,175	5,355	15.3%	Gale Courses Verified (System Wide)	67	109	-38.5%	
History Room Users	1	14	-92.9%	Interlibrary Loans Borrower	18	10	80.0%	
Curbside Pick Ups	26	na		Interlibrary Loans Lender	19	29	-34.5%	
Family Care Packages	-	na		New Items Added	771	354	117.8%	
Holds Placed	1,372	na		New Cards Added	40	42	-4.8%	

Effective Board Meetings and Trustee Participation

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Preparation is Key

To a great extent, the work done *before* each library board meeting will determine the effectiveness of the board.

The board president and library director need to work together in preparing materials to be sent out to board members before each meeting. Typically, the library director will contact the library board president to discuss planned agenda subjects (including any items required because of previous board action). (See attached [Sample Board Meeting Agenda](#).) The board president is given the opportunity to add agenda items. Board members wishing to have an item brought before the board should contact their board president.

The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing. Those materials should include minutes of the previous meeting, the monthly financial report, monthly bills, a detailed agenda and any other background materials needed to adequately inform the board. Providing detailed written information to the board before meetings allows board members time to consider carefully the issues to be discussed at the meeting. In addition, mailing written reports to the board prior to the meeting (such as the director's report and any committee reports) will save valuable meeting time for board questions and discussion.

Board members can contribute best if they have taken the time to adequately study the agenda and background materials *before* each meeting.

Follow the Law

The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting. The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.) Also, be sure to avoid conflict of interest situations. (See [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) for more information.)

At Meetings

Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary. Effective board meetings move at an appropriate pace. Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached. The president also needs to ensure that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

In This Trustee Essential

- The keys to effective board meetings
- How individual trustees can contribute to the board and the library

Effective Decision-Making

It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees. Therefore, it is important for the board president to use leadership techniques that promote effective group decision-making on the part of the entire library board, not decision-making by a few board members, or the library director, or any other individual.

Board meetings are the place for you to raise questions and make requests of the library director and/or staff. Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body. Yet, as an individual trustee, you should not hesitate to raise concerns or questions at board meetings. By raising questions and/or concerns, you may help the board avoid rushing into an action without appropriate consideration of all of the ramifications or alternatives.

A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place any matter on a future meeting agenda if additional discussion or deliberation on the issue is needed. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information.)

More Legal Requirements

Wisconsin’s Public Records Law *requires* that written meeting minutes be kept and be made available to the public (see [Trustee Essential #15: The Library Board and the Public Records Law](#) for more information). At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken. Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager. No official or any other person is an official library board member or is legally authorized to vote on library board matters unless he or she has been legally appointed according to the relevant portions of Chapter 43. (See [Trustee Essential #18: Library Board Appointments and Composition](#) for further details on the legally required process. [Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees](#) discusses certain impermissible appointments under Wisconsin’s “incompatibility doctrine,” such as the appointment of a library director to the library board.)

Continuing Trustee Education

Board meetings can be an effective arena for continuing trustee education. For example, time could be set aside at a board meeting to review and discuss one of this series of *Trustee Essentials* or a chapter of the *Wisconsin Public Library*

Standards. Staff members can be invited to make presentations to inform the board more fully about library operations and services. Outside experts, such as municipal personnel specialists, elected officials, or public library system staff, can be invited to make presentations about areas of interest or concern to the library board. (See [Trustee Essential #27: Trustee Orientation and Continuing Education](#) for other ideas.)

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings? Could the board use a “refresher” on certain issues? What issues?

Sources of Additional Information

- Your library system staff (See [Trustee Tool B: Library System Map and Contact Information](#).)
- Attached [Sample Board Meeting Agenda](#)
- Attached [Sample Annual Library Board Calendar](#)
- OWLS webpage on meetings at owlsnet.org/l4l/meetings (See especially the links on effective meetings.)
- *Robert’s Rules of Order* (latest edition) or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis, revised by the American Institute of Parliamentarians

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 Meeting Agenda

Below is a sample board meeting agenda. Wisconsin's open meetings law requires that the meeting notice include the time, date, place, and subjects to be discussed and/or acted upon at the meeting. (See [Trustee Essential #14: The Library Board and the Open Meetings Law](#) for more information on agenda, notice, and posting requirements of the law.)

NOTICE

Hometown Public Library Board Meeting

Date,
Time,
Place

Note: Please contact _____ at _____ if you need accommodations to attend the meeting.

1. Call to Order *Board President*
2. Roll call and introduction of guests *Board President*
3. Approval of minutes of previous meeting
[Provide copy of minutes to board members in advance of the meeting.]
4. Director's report and statistical report *Library Director*
[Provide copy of reports to board members in advance of the meeting.]
5. Financial report
Library Director and/or Board Treasurer or Financial Secretary
[Provide copy of report to board members in advance of the meeting.]
6. Audit and approval of monthly expenditures [Provide list of bills to board members in advance of the meeting.]
7. Committee reports or other reports [such as a report on legislative or other statewide issues] [Optional—include on agenda only if there is actually something to report]
8. Subject matter of issue to be considered by board [for example, "Consideration of revised library collection development policy"]
9. Additional issues to be considered by board [Be reasonably specific about all subject matters to be considered by board.]
10. Public comment period [This is not required, but it can be helpful for the board to hear about particular public concerns or needs. To avoid open meetings law violations, the board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.]

11. Board continuing education session to be held to review and discuss [for example] Trustee Essential #14: The Library Board and the Open Meetings Law
12. Roll call vote to hold **closed session** for board consideration of the performance evaluation and compensation of the library director as authorized by Wisconsin Statutes Section 19.85(1)(c).
13. Reconvene in open session
14. Approval of the performance evaluation and compensation of the library director.
15. Adjournment

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Sample Annual Library Board Calendar

(Note: The time frame for some of the activities listed below may be different for your library and municipality. Of course, your annual calendar should list the dates of your monthly library board meetings.)

January

- Director meets with personnel committee to review his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives [see December].
- Board conducts annual performance review of director.

February

- Annual report reviewed, approved, and forwarded to municipal [or county] governing body, library system, and DLT.
- Nominating committee appointed.
- Appointing authority notified about upcoming expiring board terms and provided with a list of board-recommended appointees.

March

- March 1. Due date for libraries to receive county payments as required by Wisconsin Statutes Section 43.12.
- Library strategic plan and technology plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for next year.

April

- April 1. Due date for a consolidated county public library providing notice to any public library from which it plans to request a payment.
- Appointments of new board members made by the municipality/county.
- Provide prior year usage and expenditure statistics to county [or to system or county library board to compile the statistics and forward them to county] as required by Wisconsin Statutes Section 43.12. Necessary statistics are due to county by July 1.
- Continue discussion of budget goals/needs for next year.

May

- May 1. New member board terms begin.
- Orientation sessions held for new board members.
- Board annual meeting held, board officers elected.
- Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

June

- Director provides board with draft budget for coming year. Board discusses and directs any needed changes.

July

- July 1. Due date for providing prior year usage and expenditure statistics to county.
- Budget and funding request approved for upcoming year.

August

- Discussion of needed trustee continuing education.

September

- Municipalities that levy a tax for public library service apply for an exemption from next year's county library levy.
- Board representatives attend municipal [or county] budget hearings to explain and advocate for budget.

October

- Library policies reviewed and revised, if necessary.
- Trustee continuing education session held during meeting.
- Municipality [or county] approves library appropriation.

November

- Budget revised, if necessary, based on actual funding approved.
- Library policies reviewed and revised if necessary.
- Strategic planning committee appointed, if necessary, and given charge and timetable.
- Trustee continuing education session held during meeting.

December

- Director provides board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.
- Trustee continuing education session held during meeting.