

Village of Mukwonago
MINUTES OF THE LIBRARY BOARD MEETING
Thursday, June 11, 2026

Time: **6:00 pm**

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

Call to Order

The President H. Pringle called the meeting to order at 6:01 p.m. located in the Mukwonago Community Library Community Room, 511 Division St., Mukwonago, WI 53149 and via electronic means on Zoom

Roll Call and Introduction of Guests

Board Members Present

E. Brill
H. Pringle
K. Sperstad
D. Whalen

Via Zoom

L. Spielman
E. Pautz
C. Stienstra
M. Oberwise-Lacock

Excused

A. Cooper
J. Werner

Also Present

A. Armour, Library Director
Bruce Gay, Director of Waukesha Public Library

Approval of Minutes

M. Oberwise-Lacock/L. Spielman motioned to approve the minutes from the Board of Trustees meeting on May 14, 2026. Unanimously carried.

Comments from the Public

None.

Audit and Approval of Monthly Expenditures

D. Whalen/E. Brill 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.*

Village Board Representative Report - E. Brill shared that the county, state, and village are having conversations regarding the Hwy 83 road construction project. The opening for Trustee vacancy will be filled by the only eligible candidate and sworn in at the June Village Board meeting.

Friends of the Library Report – Director Armour shared on behalf of M. Isely, acting President of the Friends. Native Plant Sale was a success and great collaboration with Village DPW. Book Festival was a success, volunteers had a great time, and lots of people asking about the next one. Mukwonago Culver's Scoopie Night, June 22, 4:00-7:00. Qdoba Fundraiser, July 8, 4:00-8:00

Building & Grounds Committee - next meets Thursday, November 19, 2026 @ 6:00pm

Finance Committee - next meets Tuesday July 21, 2026 at 6:00pm

Grutzmacher Collection Committee - next meets Monday July 20, 2026 at 6:00pm

Personnel Committee - next meets Thursday July 16, 2026 at 6:00pm

Policy Committee - next meets Tuesday, June 16, 2026 at 6:00pm

Ad Hoc Capital Campaign Committee - next meets Wednesday May 13, 2026 at 7:00pm

Library Director Report - Director Report is for information only.

Director Armour noted that she updated the format to align more closely with the strategic plan and to share holistic data capturing user stories and not just output metrics.

Discussion/Action Items

Presentation by Bruce Gay

Waukesha Public Library Director Bruce Gay shared his experiences running a public library during a major renovation.

Proposal for Architectural Design Services

The Library Board considered the proposal from Engberg Anderson Architects for final phase of the renovation project including contract documents, bidding, and contract administration. Discussion included getting clarification on the MEP team involvement in on-site inspections, clarification on cadence and involvement of architect visits during the construction, timeline on when the architects start the construction documents versus when the first meeting with Library staff occurs, and the need to engage a project manager/owner's representative. E. Brill/M. Oberwise-Lacock moved to approve the Agreement for Architectural Design Services for Engberg Anderson Project No. 243695.03 which includes contract documents, bidding, and contract administration with funding to come from WCCF Capital Endowment Fund. Director Armour was directed to clarify questions with architect and bring any difference in proposal costs back to the Library Board.

Capital Campaign

Director Armour provided a brief update on the campaign including that they have fundraised about \$486,000.

Donor Recognition

Updated mock-ups created by Director Armour and Marketing & Outreach Specialist Plitzner of donor wall option for surrounding the interior glass doors were presented. The Library Board agreed that this was the direction they wanted to proceed and directed Director Armour to contact the preferred vendor with these mockups to get materials and cost estimates.

EIFS Painting

C. Stienstra/E. Brill motioned to approve the EIFS painting proposal by Merit Painting with a budget not to exceed \$15,000. Unanimously carried.

Waukesha County Library Plan Minimum to Exempt Standards Certification

E. Brill/C. Stienstra motioned to certify the Library's compliance with the Waukesha County Library Plan Minimum to Exempt Standards for 2026 and authorize President Pringle and Director Armour to sign it. Unanimously carried.

Officer Nominations

C. Stienstra nominated H. Pringle for the position of President. H. Pringle accepted the nomination. M. Oberwise-Lacock nominated E. Pautz for the position of Secretary. E. Pautz accepted the nomination.

Referral Items

Building and Grounds Committee is directed to investigate engaging a project manager/owner's representative for the renovation project in time for them to assist with reviewing the project bids.

Confirm Next Meeting Date

Regular Library Board on Thursday July 9, 2026 at 6:00pm

Adjournment

E. Brill/E. Pautz motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:12 pm.

Minutes submitted by Abby Armour