

Village of Mukwonago
**MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY BOARD'S
BUILDING AND GROUNDS COMMITTEE**
Thursday, May 21, 2026

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI,
53149**

1. Call to Order

Chairperson E. Brill called the meeting to order at 6:06 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

E. Brill

H. Pringle

L. Spielman

E. Pautz (arrived at 6:11 p.m.)

Also Present

A. Armour, Library Director

A. Cooper, Trustee

3. Approval of Minutes

E. Brill/L. Spielman motioned to approve the Building & Grounds Committee Meeting Minutes from February 26, 2026. Unanimously carried.

4. Discussion/Action Items

Facility Updates

Director Armour provided facility updates on several topics: the new cleaning company has been great; the Village is coordinating the EFIS painting; the new Business Manager is being cross-trained with retiring Business Manager Cathryn Kim and already has facility management experience at another public library; and the firewall is at end of life and will need replacement.

Capital Plan

No action was taken.

Renovation Plans

The Committee discussed the timing for starting construction documents and the bidding process, the progress of fundraising, and the timing of Village funding. The Committee directed Director Armour to contact Engberg Anderson Architects to obtain a quote for the construction documents and bidding phase, including the architects' recommendation for the optimal time to go to bid, to be presented at the next Library Board meeting. The Committee's preference is to begin construction

documents in early fall 2026 and go out to bid in early 2027, unless the architects recommend otherwise.

Capital Campaign Donor Recognition

The Committee considered the revised mock-ups of the donor wall as prepared by Director Armour and Marketing and Outreach Specialist Emma Plitzner. Discussion included preferring more abstract shapes for a timeless quality, the desire to locate the donor wall over the windows surrounding the interior entryway doors, and the integration of the adjoining walls into the overall design with two flanking digital displays. The Committee directed Director Armour to consult with staff on updating the designs per their discussion and then reach out to vendors for quotes to bring to the next Library Board meeting.

5. Referral Items – none

6. **Confirm Next Meeting Date** – The next Building and Grounds Committee meeting is scheduled for Thursday, November 19, 2026 @ 6:00pm.

7. Adjourn

H. Pringle/E. Pautz motioned to adjourn. Unanimously carried. Chairperson Brill adjourned the meeting at 7:23 p.m.

Minutes submitted by Abby Armour