



PERSONNEL COMMITTEE LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
August 27, 2026 at 6:00 PM

AGENDA

UPDATED AGENDA

Zoom Link

<https://us02web.zoom.us/j/81599854280?pwd=Qtd9XFWtYStkABxMomJsguMmsBVpvX.1>

1. **Call to Order**
2. **Roll Call and Introduction of Guests**
3. **Approval of Minutes**
 - 3.1 Approval of the July 16, 2026, Library Personnel Committee Minutes as prepared and distributed
4. **Discussion/Action Items**
 - 4.1 Library Director Evaluation - Discussion and possible action regarding the process for the Director's annual performance evaluation.
5. **Closed Session**

Closed session pursuant to Wis. Stat. § 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.) Library Director's evaluation.
6. **Reconvene into Open Session**

Motion to reconvene into open session pursuant to Wis. Stat. § 19.85 (2) for possible discussion and/or action concerning any matter discussed in closed session.
7. **Referral Items**
8. **Confirm Next Meeting Date**
9. **Adjournment**

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**
Thursday, July 16, 2026

Time: **6:00 pm**

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

Call to Order

The Chairperson Donna Whalen called the meeting to order at 6:03 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

C. Stienstra
D. Whalen
M. Oberwise Lacock
A. Cooper (arrived at 6:04 p.m.)

Also Present

A. Armour, Library Director
K. Morrison, Associate Director of Circulation & Customer Experience

Approval of Minutes

C. Stienstra/A. Cooper motioned to approve the minutes from the Personnel Committee meeting on September 17, 2024, and the minutes from the Joint Personnel/Policy Committee meeting on November 6, 2025. Unanimously carried.

Discussion/Action Items

Village S.P.A.R.K. Committee

K. Morrison is the staff member representing the Library on the Village's S.P.A.R.K. (Support, Positive, Appreciation, Relationships, Knowledge) committee. This is an "employee team partnering with management to ignite ideas, strengthen workplace culture, and help create an environment where people feel valued, supported, and motivated to stay and grow." K. Morrison reported that the committee has made recommendations to Village leadership for updating retirement and anniversary gifts, starting stay interviews, starting a gym wellness incentive, and starting an opt-out of health care stipend to employees who don't take health insurance.

Revised Job Descriptions

Director Armour proposed adding an alternate qualification pathway of a combination of education and experience to the Adult Services Librarian and Youth Services Librarian job descriptions, to align with the Associate Director job descriptions and broaden future applicant pools. M. Oberwise Lacock/A. Cooper motioned to recommend to the Library Board the updates to the Adult Services Librarian and Youth Services Librarian job descriptions as presented. Unanimously carried.

Library Director Evaluation

The Committee determined the following process for the Director's evaluation:

1. The Director will email the evaluation form to all Trustees with instructions for completion.
2. Trustees will return completed evaluations in paper format by the August 13 Library Board meeting, either in person at the meeting, by delivering a sealed envelope to the Library, or by mailing it to the Library in care of the Library Director. Trustees who have not completed the evaluation by the August 13 meeting will complete it before leaving that meeting.
3. The Personnel Committee will convene August 27 to compile the results.
4. The Committee will present the compiled results to the full Board in closed session at the September 10 Library Board meeting and will make a recommendation on the Director's salary in time for inclusion in the 2027 budget.

Referral Items

Including staff feedback as part of future Director evaluations

Confirm Next Meeting Date – Thursday, August 27, 2026, at 6:00pm

Adjournment

M. Oberwise Lacock/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:61 pm.

Minutes submitted by Abby Armour