



LIBRARY BOARD OF TRUSTEES MEETING

Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
and via Zoom
November 13, 2025 at 6:00 PM

AGENDA

Zoom Login

<https://us02web.zoom.us/j/83588040138?pwd=EdIOxXCGXPfcBpNSzB0jJuavWW9Xdl.1>

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.1 Minutes from October 9, 2025

4. Public Comment

The Public Comment Session shall last no longer than fifteen (15) minutes and individual presentations are limited to three (3) minutes per speaker. These time limits may be extended at the discretion of the Chief Presiding Officer. The Village 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 Village Board as a body. Presentations shall not deal in personalities personal attacks on members of the Village Board, the applicant for any project or Village employees. Comments, questions and concerns should be presented in a respectful professional manner. Any questions to an individual member of the Commission or Staff will be deemed out of order by the Presiding Officer.

5. Audit and Approval of Monthly Expenditures

5.1 Invoices and Executive Summary for November 2025

6. Committee & Community Reports

6.1 Village Board Representative Report

6.2 Friends of the Library Report

6.3 Building & Grounds Committee - next meets November 17, 2025 @ 6:00pm

6.4 Finance Committee - last met November 10, 2025; next meets TBD

6.5 Grutzmacher Collection Committee - next meets November 20, 2025 @ 6:00pm; next meets TBD

6.6 Personnel Committee - last met in Joint Personnel/Policy Committee meeting on November 6, 2025; next meets TBD

6.7 Policy Committee - last met in Joint Personnel/Policy Committee meeting on November 6, 2025; next meets TBD

7. Library Director Report

8. Discussion/Action Items

8.1 Strategic Plan 2023-2025 Updates - Discussion and possible action on updates on the implementation of the Strategic Plan 2023-2025.

8.2 Library Property Issuance - Discussion and possible action on the Personnel/Policy Committees' recommendation to add a new section and appendix form to the Personnel Policy regarding issuing Library property to employees.

8.3 Capital Campaign Planning - Discussion and possible action on the capital campaign planning for the renovation project.

8.4 Ad Hoc Capital Campaign Committee - Discussion and possible action on creating an Ad Hoc Capital Campaign Committee.

8.5 Library Strategies and Capital Campaign - Discussion and possible action on retaining Library Strategies for help on the next phase of the capital campaign.

8.6 WCCF Project Fund - Discussion and possible action on the Finance Committee's recommendation to establish a Project Fund at the Waukesha County Community Foundation (WCCF) for collecting donations for the renovation project.

8.7 Gift Acceptance Policy - Discussion and possible action on recommendation from Policy Committee to approve and adopt the updated Gift Acceptance Policy, formerly titled the Donation of Materials Policy.

8.8 2026 Annual Addendum to the Bridges Library System Member Library & CAFE Agreements - Discussion and possible action on the annual addendum to the Bridges Library System agreement.

8.9 Hours and Closures for 2026 - Discussion and possible action on approving hours and closure dates for 2026.

8.10 Library Board and Committee Meetings for 2026 - Discussion and possible action on approving the Library Board and Committee meeting schedule for 2026.

9. Referral Items

10. Confirm Next Meeting Date

11. 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.