

Village of Mukwonago  
**MINUTES OF THE LIBRARY BOARD MEETING**  
**Thursday, October 9, 2025**

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 6:04 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  
A. Cooper  
E. Pautz  
S. Perkins  
H. Pringle  
K. Sperstad  
L. Spielman  
C. Stienstra  
J. Werner  
D. Whalen

Via Zoom

K. Sperstad

Also Present

A. Armour, Library Director

**Approval of Minutes**

E. Brill/M. Oberwise-Lacock motioned to approve the minutes from the Board of Trustees meeting on September 11, 2025. Unanimously carried.

**Comments from the Public** - none

**Audit and Approval of Monthly Expenditures**

J. Werner/L. Spielman 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 Village budgets are still being finalized, that the Library capital request did pass at the COW and the resolution will be brought to the Village Board meeting next week. The Village is investigating the water rates and working with the Public Service Commission of Wisconsin regarding the formulas as well as looking into potential safe water drinking grants.

Friends of the Library Report - A. Armour shared for M. Isley, Friends Vice President, about next week's quarterly meeting where there is much planning underway for the Jack-O-Lantern Jaunt, National Friends of the Library Week, as well as Midnight Magic. Recent fundraiser updates include the Rummage Sale, which was a huge success netting \$5,738.20, and the first of two East Troy Culver's Scoopie Nights.

Building & Grounds Committee – next meets November 17, 2025, at 6:00pm

Finance Committee - last met October 1, 2025. Items related to that meeting are on the agenda.

Grutzmacher Collection Committee – next meets November 20, 2025, at 6:00pm

Personnel Committee - next meets in Joint Personnel/Policy Committee meeting on November 6, 2025 @ 6:00 pm

Policy Committee - next meets in Joint Personnel/Policy Committee meeting on November 6, 2025 @ 6:00 pm

**Library Director Report** The Library Director Report is for information only. As presented.

### **Discussion/Action Items**

Strategic Plan 2023-2025 Updates

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

As presented. No action was taken.

Strategic Planning SWOT Analysis

Director Armour to facilitate SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis for strategic planning purposes.

Director Armour led a group brainstorming process wherein the Library Board shared their thoughts on what they feel are the Library's strengths, weaknesses, opportunities, and threats. They then ranked them in order of importance.

2026 Budget

Discussion and possible action on Finance Committee's recommendation to approve and adopt the 2026 Budget and Budget Narrative.

C. Stienstra/J. Werner motioned to approve and adopt the 2026 Budget and Budget Narrative and to authorize Director Armour to input those numbers to the Village to incorporate into their budget approval process. Unanimously carried.

### Circulation Policy

Discussion and possible action on approving and adopting the updated Circulation Policy which would include making regular collections fine free.

Director Armour shared statistics from September showing that the Fine Free Fall trial demonstrated that circulation had increased, materials were getting returned, and staff were saving time on administration. Discussion included the fact that the 2026 budget was already built with fines eliminated, ensuring a major marketing push to reach everyone in the community so they know the Library is now fine free, and fixing typos in the draft. H. Pringle/E. Pautz motioned to approve the updated Circulation Policy as corrected with adoption to go into effect starting at the end of the Fine Free Fall trial on November 1, 2025. Unanimously carried.

### Capital Campaign Planning

Discussion and possible action on the capital campaign planning for the renovation project.

Trustee Eliza Pautz and Director Armour shared updates on the capital campaign committee. No action was taken.

### 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.

Director Armour and President Pringle requested that this agenda item be postponed until the Finance Committee can meet in November to review the donation procedures. No action taken.

### Grants for Local Project Program Application

Discussion and possible action on submitting an application to the Wisconsin Grants for Local Projects Program to obtain funding for the Library renovation project.

Director Armour presented the requirements for submitting a grant proposal including that any awardee must sign a Grant Agreement and accept a Land Use Restriction Agreement (LURA) wherein the state maintains an ownership interest in the property for 20 years. E. Brill/M. Oberwise-Lacock motioned to authorize Director Armour to submit a grant proposal to the Wisconsin Grants for Local Projects program for the renovation project on behalf of the Mukwonago Community Library. Unanimously carried.

### Repatriation Request Response

Discussion and possible action on submitting a Repatriation Request Response to the Shingle Springs Band of Miwok Indians for their request to repatriate associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA.

Director Armour explained that this and the following two agenda topics refer to the same repatriation request and that when the Library Board had approved moving forward with developing an Inventory with the SSBMI, they had already

approved the repatriation. These motions are the legal necessity to make the repatriation final. E. Brill/M. Oberwise-Lacock motioned to approve and submit the Repatriation Request Response to the Shingle Springs Band of Miwok Indians for their request to repatriate associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA. Unanimously carried.

#### Repatriation Statement

Discussion and possible action on approving a Repatriation

Statement transferring legal control of the associated funerary objects removed from Sand Cove-Bennett Mound (CASAC-16), Sacramento County, CA to the Shingle Springs Band of Miwok Indians.

E. Brill/M. Oberwise-Lacock motioned to approve and submit the Repatriation Statement to the Shingle Springs Band of Miwok Indians transferring legal control of the associated funerary objects removed from Sand Cove-Bennett Mound (CA-SAC-16), Sacramento County, CA. Unanimously carried.

#### Deaccession Items from Grutzmacher Collection

Discussion and possible action on approving the formal deaccessioning of Sand Cove-Bennett Mound items from the Grutzmacher Collection.

E. Brill/M. Oberwise-Lacock motioned to deaccession the Sand Cove-Bennett Mound items from the Grutzmacher Collection. Unanimously carried.

#### Resolution 2025-05

Discussion and possible action on Resolution 2025-05 Capital Funding Transfer for Capital Improvements.

E. Brill/M. Oberwise-Lacock motioned to approve Resolution 2025-05 Capital Funding Transfer for Capital Improvements.

#### Resolution 2025-06

Discussion and possible action on Resolution 2025-06 Capital Funding Transfer for Safety System Repairs.

Discussion included a note that a typo in the final paragraph of the Resolution incorrectly listed the total amount that was correctly listed in the table. L.

Spielman/C. Stienstra motioned to approve Resolution 2025-06 Capital Funding Transfer for Safety System Repairs as corrected. Unanimously carried.

#### Library Director Goals

Discussion on Director Armour's proposed goals for August 2025 through July 2026.

President Pringle noted that a closed session was on the agenda but as the topic no longer included an evaluation of the Director and just pertained to her goals, he recommended staying in open session. No Trustee made a motion to go into closed session. Discussion included ensuring the Director goals were attainable and striking language that pertained to overseeing construction as the Board felt it was unfair to evaluate her on something that might not happen during the goal

period. E. Brill/M. Oberwise-Lacock motioned to approve Director Armour goals for October 2025 through August 2026 as amended. Unanimously carried.

**Referral Items** - none

**Confirm Next Meeting Date** - Regular Library Board on November 13, 2025 at 6:00pm

**Adjournment**

E. Brill/M. Oberwise-Lacock motioned to adjourn the meeting. Unanimously carried. The meeting was adjourned at 8:17pm.

Minutes submitted by Abby Armour and Secretary Pautz