

Village of Mukwonago  
**MINUTES OF THE LIBRARY BOARD MEETING**  
**Thursday, November 13, 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 6:05 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

A. Cooper  
E. Pautz  
S. Perkins  
H. Pringle  
K. Sperstad  
L. Spielman  
C. Stienstra  
J. Werner (arrived at 6:10pm)  
D. Whalen

Via Zoom

M. Oberwise-Lacock (left at 7:32pm)

Excused

E. Brill

Also Present

A. Armour, Library Director

**Approval of Minutes**

C. Stienstra/L. Spielman motioned to approve the minutes from the Board of Trustees meeting on October 9, 2025 as corrected. Unanimously carried.

**Comments from the Public**

None.

**Audit and Approval of Monthly Expenditures**

D. Whalen/C. Stienstra 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 was excused from this meeting.

Friends of the Library Report - Director Armour shared for M. Isley, Friends Vice President. In October the Friends participated in the Jack-O-Lantern Jaunt reaching many community members with their display, created a bookmark Scavenger Hunt throughout the library for National Friends of the Library Week, and hosted an additional East Troy Culver's Scoopie Night raising \$266.23. Future events include sponsoring the Book Festival, a Native Plant Fundraiser, and the Cookie Sale while partnering with Kendra Scott Jewelry during Midnight Magic.

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

Finance Committee - last met November 10, 2025 - items related to that meeting are on the agenda

Grutzmacher Collection Committee - next meets November 20, 2025 - D. Benden from Driftless Pathways will be presenting and the agenda will be coming out shortly.

Personnel Committee - joint meeting with Policy on November 6, 2025 - items related to that meeting are on the agenda

Policy Committee - joint meeting with Personnel on November 6, 2025 - items related to that meeting are on the agenda

## **Library Director Report**

*The Library Director Report is for information only.*

Director Armour shared information about the Fine Free roll out. It is the initiative of staff to begin flipping the focus in regards to lost and late item interactions, with the goal being to create a better patron relationship with MCL.

## **Discussion/Action Items**

Strategic Plan 2023-2025 Updates

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

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.

Director Armour noted that this has also been reviewed by legal and came from a recent employee leaving and not returning a MCL issued key.

D. Whalen/C. Stienstra motioned to approve the new section and appendix form to the Personnel Policy regarding issuing Library property to employees. Unanimously carried.

Capital Campaign Planning

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

Director Armour noted that this agenda item is to inform the Board of their role within the Capital Campaign per Library Strategies recommendations. There is an attached Board Activity that will be helpful as we start the Capital Campaign. Karen Rose with

Library Strategies will be coming to MCL on December 10 for the committee training. This will be a 2.5-4 hour training and will be to prepare the members for the beginning phases of the project. Further discussion was held regarding how this Board Activity will be helpful to have filled out and handed to Director Armour prior to the December 10 meeting to better aid the new committee's discussions. E. Pautz also mentioned that if Board members are available to come it would be beneficial to learn alongside the committee as we are all Library Champions.

#### Ad Hoc Capital Campaign Committee

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

Director Armour noted that this will run like other Ad Hoc committees the Board has enacted. The Capital Campaign Committee will be given the specific task of raising the donation funds and beginning the framework of donor stewardship that will then be handled by MCL employees and the Board. Director Armour explained how the list of members came to fruition. Discussion continued regarding the vetting of members as they will be library representatives, what role the training from Library Strategies will have on the consistent messaging, and who decides new membership either committee member or champion.

E. Pautz/K. Sperstad motioned to approve the creation of the Ad Hoc Capital Campaign Committee with the names of the members listed and noting that any additions be reported back to the Board. Roll Call: "Yes" A. Cooper, E. Pautz, S. Perkins, H. Pringle, K. Sperstad, L. Spielman, C. Stienstra, J. Werner, M. Oberwise-Lacock. "No" D. Whalen. Motion carried.

#### Library Strategies and Capital Campaign

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

A. Amour noted the consulting services proposal for the quiet phase was sent for review. Library Strategies did note that they are providing a discounted rate as we have been contracting with them for some time. Discussion continued regarding what their work hours have looked like thus far, how they have aided in shaping the current committee, what benefit there is to having support for the new Ad Hoc Capital Campaign Committee, and the variance in work hours for the monthly retainer versus hourly support, and the length of time to initially contract with Library Strategies for the quiet phase.

H. Pringle/K. Sperstad motioned to accept the proposal from Library Strategies for help on the next phase of the capital campaign with the monthly retainer plan for a period of four (4) months with the monies coming out of the donation funds accounts held at the Village of Mukwonago. Unanimously carried.

#### 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.

H. Pringle noted that this stems from the capital campaign. The WCCF Project Fund is a specific fund that will aid in gathering donations as well as some of the up front

administrative tasks. There is no initial cost for setting up this fund but a 2% administrative fee is placed upon deposited contributions of the Fund. Currently there is a \$25,00 anonymous gift that was placed within MCLs WCCF Capital Endowment Fund that could be utilized to establish this Project Fund. It was noted that there would be several Fund Advisors whom would have direct access to the portal. Also to note the funds utilize a money market and there are no fees on earnings and all donations are protected under WCCF's insurance.

C. Stienstra/J. Werner motioned to approve establishing a Project Fund per the parameters discussed at the Waukesha County Community Foundation (WCCF) for collecting donations for the renovation project. Unanimously carried.

#### 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 noted that this is all related to the Capital Campaign. The Donation of Materials policy was revamped to include all Gift Acceptance as we enter the money collection phases of the capital campaign. Library Strategies did provide feedback in October regarding this policy as they have extensive experience in gift acceptance; in addition, the Policy and Finance Committees have vetted this policy prior to it coming before the Board. Further discussion occurred regarding the wording of Section 1.B. as it seemed to be in direct contrast to previous verbiage.

D. Whalen/C. Stienstra motioned to approve and adopt the updated Gift Acceptance Policy, formerly titled the Donation of Materials Policy minus section 1. B. as discussed. Unanimously carried.

#### 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.

H. Pringle noted that the Annual Addendum to Bridges is a general agreement between Bridges and MCL wherein both parties agreement to make the payments listed. Agreement to this addendum should also authorize the President and Secretary to sign the document.

K. Sperstad/L. Spielman motioned to approve the annual addendum to the Bridges Library System agreement and the signature of the document. Unanimously carried.

#### Hours and Closures for 2026

Discussion and possible action on approving hours and closure dates for 2026.

Director Armour noted the 2026 hours and closure changes, staff development days, the 4th of July holiday adjustments per MCLs policy, and next year's MCL After Dark Programming.

J. Werner/S. Perkins motioned to approve the hours and closure dates for 2026.

Discussion included gathering more information regarding the summer Saturday hour schedule in regards to transitioning to shorter summer hours after finals are

completed in early June. Additionally, the new school district schedule was released today and the proposed October staff development day falls on a school district day off for 2026.

J. Werner/S. Perkins amended their motion to postpone this discussion to the December meeting. Unanimously carried.

#### **Library Board and Committee Meetings for 2026**

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

Director Armour presented the 2026 Library Board meeting schedule, which is set for the third Thursday of each month at 6:00 PM, and a tentative committee meeting schedule to establish a framework. The Board meeting schedule is firm, while committee meeting dates and times are flexible guidelines that may be adjusted based on referrals or topics requiring guidance. All meetings will be posted in accordance with open meetings laws.

S. Perkins/L. Spielman motioned to approve the Library Board and committee meeting schedule for 2026. Unanimously carried.

**Referral Items** – none

#### **Confirm Next Meeting Date**

Regular Library Board on December 11, 2025 at 6:00 pm.

#### **Adjournment**

C. Stienstra/L. Spielman motioned to adjourn the meeting. Unanimously carried. The meeting was adjourned at 7:47 pm.