

Village of Mukwonago  
**MINUTES OF THE LIBRARY BOARD MEETING**  
Thursday, December 11, 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

M. Oberwise-Lacock  
E. Pautz (left at 7:01pm)  
S. Perkins  
H. Pringle  
K. Sperstad  
C. Stienstra  
D. Whalen

Excused

E. Brill  
A. Cooper  
L. Spielman  
J. Werner

Also Present

A. Armour, Library Director  
via Zoom: K. Rose and A. Hopkins, Library Strategies

**Approval of Minutes**

M. Oberwise-Lacock/S. Perkins motioned to approve the minutes from the Board of Trustees meeting on November 13, 2025. Unanimously carried.

**Comments from the Public**

None.

**Audit and Approval of Monthly Expenditures**

D. Whalen/M. Oberwise-Lacock 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 the update on behalf of M. Isley, Acting President of the Friends. The cookie sale was a great success with sales and donations totaling \$4,927.54. Some additional fundraising opportunities are in the future to include the Native Plant Sale potentially in February as well as Pi Days 3/13 and 3/14. The Friends would also like to extend well wishes for a happy holiday season as well as a thank you for the continued support to the Library Board.

Building & Grounds Committee - last met November 17, 2025- items related to that meeting are on the agenda. The committee next meets Thursday, February 19, 2026 at 6:00pm

Finance Committee - next meets Tuesday, July 21, 2026 at 6:00pm

Grutzmacher Collection Committee - last met November 20, 2025 - The draft meeting minutes are included. Additional information was shared regarding the preliminary planning and coordinating with D. Benden of Driftless Pathways. It is the Committee's hope to reconnect in spring of 2026 (either in person or via Zoom) to analyze the proposed space and have D. Benden visualize the additional Collection housed at MCL. The committee next meets Thursday, April 16, 2026 at 6:00pm

Personnel Committee - next meets Thursday January 15, 2026 at 6pm - At that meeting the committee will be reviewing the Director's progress on goals.

Policy Committee - next meets Tuesday March 17, 2026 at 6:00pm

Ad Hoc Capital Campaign Committee - last met December 10, 2025 - Items related to that meeting are on the agenda. The Committee had a very productive meeting. Topics at the meeting included the case study review, the gift chart, naming opportunities, donor giving cycle, roles and responsibilities, solicitation training, and donor identification and evaluation. The next meeting will take place in early January prior to the launching of the campaign and subsequent meetings will be monthly.

**Library Director Report** - *The Library Director Report is for information only.*

Director Armour shared additional information about the Act 150 Library Planning Committee to which she has been appointed. All counties by state statute have to have a library plan in place for serving True Non-Resident patrons including a formula and equity of distribution. Further information will be coming in the next year as the Committee sends the plan to all Waukesha county libraries to approve the Minimums to Exempt standards before sending to the County Board of Supervisors.

## **Discussion/Action Items**

Library Board Capital Campaign Preparation

Karen Rose of Library Strategies will Zoom in to train the Board on their role in the upcoming capital campaign.

K. Rose and A. Hopkins revisited where MCL is with the capital campaign and explained what the Ad Hoc Capital Campaign Committee will be working towards during the next month as well as what the Board's role is during the campaign.

### Capital Campaign Naming Rights Considerations

Discussion and possible action on approving naming rights and accompanying gift levels for the upcoming capital campaign.

Director Armour noted that this was initially discussed at the Building and Grounds Committee meeting, then the Committee's questions were brought to Library Strategies and fine-tuned with input from Trustee Pautz and Director Armour, and finally at the Capital Campaign Committee's meeting yesterday it was again examined. Board discussion centered around how these numbers were chosen and a possible revision to the top gift.

K. Sperstad/S. Perkins motioned to approve the naming rights and accompanying gift levels for the upcoming capital campaign, but to include the discussed adjustment of moving the MetaSpace 511 naming right to a \$225,000 donation. Unanimously carried.

### Strategic Plan 2023-2025 Updates

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

Nothing new to note regarding the document provided in the packet.

### Strategic Plan 2026-2028

Discussion and possible action on the draft of the Strategic Plan 2026-2028.

H. Pringle noted that this plan will be further adapted by staff if approved by the Board this evening. Discussion continued with how the information from the Staff SWOT was incorporated and if staff had been involved in the creation of this document. It was noted that both Associate Directors as well as Business Manager C. Kim were involved and the input from the staff SWOT was included in the Strategic Plan 2026-2028. Director Armour also highlighted that the potential renovation during this timeframe has played a significant role in the number of objectives and types of initiatives chosen.

D. Whalen/C. Stienstra motioned to approve the Strategic Plan 2026-2028. Unanimously carried.

### HVAC Contracts

Discussion and possible action on the Building & Grounds Committee's recommendation to approve the Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026.

H. Pringle noted that this is a recommendation from the Building and Grounds Committee and would renew the existing contract.

C. Stienstra/K. Sperstad motioned to approve Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026. Unanimously carried.

### Fire Safety System Contract

Discussion and possible action on the Building & Grounds Committee's recommendation to approve the USA Fire Protection inspection and monitoring contract for 2026-2027.

H. Pringle noted that this is also coming from the Building and Grounds Committee. This is a known vendor and the pricing is competitive.

K. Spearstad/C. Stienstra motioned to approve the USA Fire Protection inspection and monitoring contract for 2026-2027. Unanimously carried.

### Hours and Closures for 2026

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

Director Armour noted that one Staff Development Day was moved a week to ensure the Library is open during the scheduled days off for MASD. Also as noted, the teen advisory board was consulted regarding the summer hours change and if it would affect studying for finals.

S. Perkins/M. Oberwise-Lacock motioned to approve hours and closure dates for 2026. Unanimously carried.

### Resolution 2025-07

Discussion and possible action on approving Resolution 2025-07 2026 Wage Ranges.

Director Armour noted that the wage range minimums and maximums are adjusted by the COLA each year to ensure wages keep up with inflation, and this year that adjustment was 3%.

D. Whalen/K. Sperstad motioned to approve Resolution 2025-07 2026 Wage Ranges. Unanimously carried.

### Resolution 2025-08

Discussion and possible action on approving Resolution 2025-08 Funding Transfer For Library Strategies Capital Campaign Development.

M. Oberwise-Lacock/S. Perkins motioned to approve 2025-08 Funding Transfer For Library Strategies Capital Campaign Development. Unanimously carried.

### Resolution 2025-09

Discussion and possible action on approving Resolution 2025-09 Funding Transfer For Engberg Anderson Design Services.

K. Sperstad/ M. Oberwise-Lacock motioned to approve Resolution 2025-09 Funding Transfer For Engberg Anderson Design Services. Unanimously carried.

### Resolution 2025-10

Discussion and possible action on approving Resolution 2025-10 Funding Transfer For Bernstein And Associates.

H. Pringle/C. Stienstra motioned to approve Resolution 2025-10 Funding Transfer For Bernstein And Associates. Unanimously carried.

**Referral Items**

Further information to be presented at the January 8, 2026, meeting regarding how the Library Board will be able to give to the capital campaign.

**Confirm Next Meeting Date**

Regular Library Board on January 8, 2026 at 6pm

**Adjournment**

D. Whalen/K. Sperstad motioned to adjourn the meeting. Unanimously carried.  
Meeting was adjourned at 7:03pm.

Minutes prepared by Secretary Pautz and Director Armour