

Village of Mukwonago
MINUTES OF THE LIBRARY BOARD MEETING
Thursday, February 12, 2026

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 6:01 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
E. Pautz
S. Perkins
H. Pringle
C. Stienstra

Via Zoom

K. Sperstad
L. Spielman

Excused

A. Cooper
M. Oberwise-Lacock
J. Werner
D. Whalen

Also Present

A. Armour, Library Director
E. Ceithamer

Approval of Minutes

E. Brill/S. Perkins motioned to approve the minutes from the Board of Trustees meeting on January 8, 2026. Unanimously carried.

Comments from the Public

None.

Audit and Approval of Monthly Expenditures

C. Stienstra/E. Brill motioned to approve the monthly expenditures for year-end 2025 and February 2026. 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 the Village Board is approving roughly 40 events going on around the Village this year. Indianhead Park will have an additional 20 events from May to September. Two more emergency weather sirens will be added within the Village, A hotel study that was conducted showing a need for additional rooms and the Village Board will be discussing next steps. The CSM (Certified Survey Map) for the Library's lots consolidation was approved at the Village Plan Commission meeting and will be presented at Village Board meeting next Wednesday; A. Armour explained that Ron Bittner, head of DPW, was instrumental in realizing that this should take place prior to the renovation as it could potentially affect the grant application. The Kiwanis have closed on the park property at NN & Hwy 83 and generously donated to the Village the funds necessary to recreate the Mukwonago Barn that will be located at Indianhead Park.

Friends of the Library Report - A. Armour shared on behalf of M. Isley the acting President of Mukwonago's Friends of the Library. The totals for the Kendra Scott sales at Midnight Magic during the Cookie Sale were shared, it was also highlighted that the East Troy House non-profit BINGO fundraiser (January 27 & 29) generously chose the Friends as their beneficiary, and lastly there was an anonymous donation of \$1,000 given from the National Philanthropic Trust. The Native Plant Sale is officially underway as of February 1 and thus far they have sold 116 plants; the sale will wrap up March 21. Pi Day will take place on Saturday March 14 in the Community Room.

Building & Grounds Committee - next meets Thursday, February 26, 2026 at 6:00pm

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

Grutzmacher Collection Committee - next meets Thursday, April 16, 2026 at 6:00pm

Personnel Committee - next meets Thursday, July 16, 2026 at 6:00pm

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

Ad Hoc Capital Campaign Committee - last met January 29, 2026; next meets March 5, 2026 at 7:00pm

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

A. Armour shared information about the interview process for the Associate Director of Circulation and Customer Experience position. She thanked the Board for providing the framework to stay competitive for prospective candidates; MCL is currently at or above the market rate for librarians' salaries that combined with the Village choosing to stay with the state insurance plan has allowed for a good package to present.

A. Armour also shared an update on the Library Director goals. She highlighted that she recently took a certification course in nonprofit fundraising. This certification will aid in not only the capital campaign but also navigating the donor stewardship phase.

Discussion/Action Items

Strategic Plan 2023-2025 Wrap Up

Director Armour and Associate Director Ceithamer provided a brief presentation recapping the work done in the last strategic plan.

Proposed Library Standards for the Waukesha County Library Services Plan 2027-2031

Discussion and possible action on approving the proposed Minimums to Exempt and Quality Assurance Standards as proposed in the draft Waukesha County Library Services Plan 2027-2031

A. Armour explained that the Waukesha County Library Services Plan is re-examined every five years, according to state statute, and the Waukesha County has, for several decades, opted to include standards which must be approved by the majority of library boards in Waukesha County to be adopted. Further discussion centered around the Minimums to Exempt and Quality Assurance Standards that are being proposed by the plan.

E. Brill/C. Stienstra motioned to approve the proposed Minimums to Exempt and Quality Assurance Standards as proposed in the draft Waukesha County Library Services Plan 2027-2031 and have Director Armour and President Pringle sign by February 25, 2026. Unanimously carried.

Capital Campaign

Discussion and possible action on the progress of the capital campaign.

A. Armour stated that at this time there is nothing new to note other than the architects have been contacted regarding the donor wall and possible input from them regarding the phasing and timeline of that design if completed by their firm.

Naming Rights Duration

Discussion and possible action on approving a duration for naming rights for areas in the upcoming renovation.

A. Armour presented information obtained from other libraries as well as Library Strategies regarding duration of naming areas around the library. Further discussion centered around what would be best for MCL as well as what is an industry standard. It was also noted that the naming rights duration should all commence at the same time; it was recommended to have the ribbon cutting after both phases are complete of the renovation be that start date.

E. Pautz/S. Perkins motioned to approve setting the naming rights duration at 20 years to begin at the completed renovation ribbon cutting. Unanimously carried.

Grutzmacher Collection Display Development Proposal

Discussion and possible action on the proposal from Driftless Pathways to develop the design for a permanent Grutzmacher Collection display in the Library.

H. Pringle noted that this proposal came from the November Grutzmacher Collection Committee meeting. It was then asked of D. Benden to submit a proposal for her onsite visit and design development. Further discussion centered around the display.

E. Brill/C. Stienstra motioned to approve the proposal from Driftless Pathways for showcasing the Grutzmacher Collection to not exceed \$3,200 with monies to come from the WCCF Library Endowment Fund. Unanimously carried.

2025 Annual Report

Discussion and possible action on approving the 2025 Annual Report.

H. Pringle noted that this document is a requirement each year and must be submitted to the state by the end of February. It was sent recently as there is a short turn around as the Village, Library, and Bridges close out the prior year and final numbers are available. Mukwonago Community Library does comply with all the categories on the annual report.

E. Brill/C. Stienstra motioned to approve the 2025 Annual Report and authorize Director Armour and President Pringle to sign and submit the report. Unanimously carried.

2025 Annual Report Statement Concerning the Public Library System Effectiveness

Discussion and possible action on approving the statement of effectiveness concerning the Bridges Library System's ability to meet the needs of the library.

H. Pringle noted that this is regarding Bridges services and if we are getting proper support from the Bridges Library System.

E. Brill/S. Perkins motioned to approve the statement of effectiveness concerning the Bridges Library System's ability to meet the needs of the library. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

Regular Library Board on Thursday, March 12, 2026 at 6:00pm

Adjournment

E. Brill/C. Stienstra motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 7:19 pm.