



**POLICY COMMITTEE LIBRARY
BOARD OF TRUSTEES
MEETING
Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
OR via Zoom
April 7, 2026 at 6:00 PM**

AGENDA

Zoom Login

<https://us02web.zoom.us/j/81165668980?pwd=nwOQx3Ak5fzrO0zcEUveIPE9EivDPy.1>

- 1. Call to Order**
- 2. Roll Call and Introduction of Guests**
- 3. Approval of Minutes**
 - 3.1 Approval of September 18, 2025 Library Policy Committee Minutes as prepared and distributed.
 - 3.2 Approval of November 6, 2025 Joint Personnel/Policy Committee meeting minutes as prepared and distributed.
- 4. Discussion/Action Items**
 - 4.1 Policy Review Schedule - Discussion and possible action on adoption of the proposed Policy Review Schedule for 2026-2027.
 - 4.2 Library Board Bylaws - Discussion and possible action on updates to the Library Board Bylaws.
 - 4.3 Library Board Vacancy Procedure - Discussion and possible action on updates to the Library Board Vacancy Procedure.
 - 4.4 Electronic Meetings Policy - Discussion and possible action on updates to the Electronic Meetings Policy.
- 5. Referral Items**
- 6. Confirm Next Meeting Date**

The next Policy Committee Meeting is scheduled for Tuesday, June 16, 2026, at 6:00pm.
- 7. 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.

Village of Mukwonago
**DRAFT MINUTES OF THE MUKWONAGO COMMUNITY LIBRARY
BOARD'S POLICY COMMITTEE
Thursday, September 18, 2025**

Time: **11:00 am**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI 53149
AND via Zoom**

1. Call to Order

Chairperson H. Pringle called the meeting to order at 11:03 am.

2. Roll Call and Introduction of Guests

Board Members Present

H. Pringle
D. Whalen

Via Zoom

C. Stienstra
K. Sperstad

Also Present

A. Armour, Library Director

3. Approval of Minutes

K. Sperstad/H. Pringle motioned to approve the Policy Committee Meeting Minutes from May 27, 2025. Unanimously carried. D. Whalen abstained.

4. Discussion/Action Items

4.a Circulation Policy

Discussion and possible action on a proposed draft with update so the Circulation Policy.

Director Armour presented her draft of updates to the Circulation Policy that would eliminate overdue fines on regular collections. Discussion focused on updates to language that would streamline administration and ensuring clarity of language to convey the intent of the changes clearly to library cardholders. C. Stienstra/K. Sperstad motioned to recommend the draft of the Circulation Policy as revised to the Library Board at their next regular meeting. Unanimously carried.

4.b Gift Acceptance Policy

Discussion and possible action on updates to the Donation of Materials Policy including renaming it to the Gift Acceptance Policy.

Director Armour presented her draft of updates to the Donation of Materials Policy, recommending a complete re-write and renaming to the Gift Acceptance Policy. Discussion focused on the alignment of the proposed updates to the recommendations from Library Strategies and how the policy would serve the Library during the upcoming capital campaign. K. Sperstad/C. Stienstra motioned to recommend the draft of the Gift Acceptance Policy as revised to the Library Board at their next regular meeting. Unanimously carried.

4.c Emergency Preparedness Policy

The Committee did not have updates for this procedure.

4.d Records Retention Policy

The Committee did not have updates for this policy.

4.e Finance Policy

The Committee did not have updates for this policy.

4.f Electronic Meetings Policy

The Committee did not have updates for this policy.

4.g Display Case and Posting Policy

The Committee did not have updates for this policy.

4.h Program Policy

The Committee did not have updates for this policy.

4.i Firearms Policy

The Committee did not have updates for this policy.

4.j Credit Card Use for Payment of Library Fines and Fees Policy

The Committee did not have updates for this policy.

D. Whalen/K. Sperstad moved to report to the Library Board that the policies listed in agenda items 4.c through 4.j have been reviewed and no changes are recommended at this time. Unanimously carried.

5. Referral Items - none

6. Confirm Next Meeting Date

A Joint Policy-Personnel Committee meeting is on November 6, 2025 @ 6:00pm.

7. Adjourn

D. Whalen/C. Stienstra motioned to adjourn the meeting. Unanimously carried.
Meeting adjourned at 11:51 am.

Minutes submitted by Abby Armour

Village of Mukwonago
**DRAFT MINUTES OF MUKWONAGO COMMUNITY LIBRARY'S
JOINT PERSONNEL and POLICY COMMITTEE MEETING
Thursday, November 6, 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 6:02 p.m. located in the Mukwonago Community Library History Room, 511 Division St., Mukwonago, WI 53149 and via Zoom

Roll Call and Introduction of Guests

Committee Members Present

H. Pringle
K. Sperstad
D. Whalen
A. Cooper

via Zoom

C. Stienstra

Excused

M. Oberwise Lacock

Also Present

A. Armour, Library Director

Comments from the Public

None.

Discussion/Action Items

Library Property Issuance

Discussion and possible action on adding new section to the Personnel Policy regarding issuing Library property to employees.

D. Whalen/K. Sperstad motioned to make a recommendation to the Library Board to approve and adopt the addition of the new "Section IV.L. Issuance of Library Property" and "Appendix K. Library Property Issuance Form" to the Personnel Policy. Discussion included refining the language to accurately include legal counsel's guidance, edits to the proposed Appendix K. to reflect language regarding damaged items, and the overall necessity of the proposed additions.

D. Whalen/K. Sperstad amended their motion to make a recommendation to the Library Board to approve and adopt the addition of the new "Section IV.L. Issuance of Library

Property” and “Appendix K. Library Property Issuance Form” to the Personnel Policy including the edits as discussed. Unanimously carried.

Referral Items

None.

Confirm Next Meeting Date

This joint committee meets as needed.

Adjournment

D. Whalen/K. Sperstad motioned to adjourn the meeting. Unanimously carried. Meeting was adjourned at 6:21pm.

Minutes submitted by Abby Armour

DRAFT

Mukwonago Community Library	
Proposed Policy Review Schedule - For Policy Committee April 7, 2026	
Policy	Review Time
Library Board Bylaws	2026 - 1st Trimester
Board Vacancy Procedure	2026 - 1st Trimester
Electronic Meeting Policy	2026 - 1st Trimester
Social Media Policy	2026 - 2nd Trimester
Personnel Policy	2026 - 2nd Trimester
Emergency Preparedness Policy	2026 - 2nd Trimester
Donation of Materials Policy	2026 - 3rd Trimester
Materials Selection Policy	2026 - 3rd Trimester
Program Policy	2026 - 3rd Trimester
Public Computers and Internet Access Policy	2027 - 1st Trimester
Public Behavior Policy	2027 - 1st Trimester
Public Space Usage Policy	2027 - 1st Trimester
Firearms Policy	2027 - 1st Trimester
Confidentiality, Privacy, and Surveillance Policy	2027 - 2nd Trimester
Records Retention Policy	2027 - 2nd Trimester
Finance Policy	2027 - 2nd Trimester
Credit Card Use for Payment of Library Fines and Fees Policy	2027 - 2nd Trimester
Circulation Policy	2027 - 3rd Trimester
Grutzmacher Collection Management Policy	2027 - 3rd Trimester
Naming Rights and Commemorations Policy	2027 - 3rd Trimester
Display Case and Posting Policy	2027 - 3rd Trimester
COVID-19 Employee Policy	INACTIVE
Return to Normal Policy	INACTIVE

**Mukwonago Community Library
Library Board Bylaws
Approved March 13, 2025 – Last Reviewed March 13, 2025**

**Article I
Identification**

This organization is the Board of Trustees of the Mukwonago Community Library, a municipal public Library located in Mukwonago, Wisconsin, established by the Wisconsin county of Waukesha, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

**Article II
Membership**

Section 1. Appointments and Terms of Office

The Mukwonago Community Library Board shall consist of eleven (11) members, constituted as follows as per Wisconsin Statutes Chapter 43.54(1)(a):

- A. One (1) member shall be a Village of Mukwonago Trustee liaison, appointed by the Village of Mukwonago President and approved by the Village Board.
- B. Five (5) members shall be appointed by the Village of Mukwonago President and approved by the Village Board.
- C. One (1) member shall be a Mukwonago Area School District liaison, approved by the Village Board.
- D. Four (4) members shall be appointed by the Waukesha County Executive and approved by the Waukesha County Board of Supervisors. The number of Library Board members appointed by the county is in proportion to the county's share of the annual Library budget pursuant to Wis. Stat. § 43.60(3)(a) and may change if funding percentages change.

Members shall be appointed for a three (3) year term unless otherwise designated by the appointing authority. Three-year Board appointments run through June with new terms starting on July 1.

Library Board membership and terms of office shall be posted on the Library website.

Section 2. Meeting Attendance

Board members shall attend all regular and special meetings of the Board.

- A. To request an excused absence, members must notify either the Board President or Library Director at least twenty-four (24) hours before the meeting, except in cases of emergency. Failure to notify the Board President or Library Director of an absence shall automatically result in an unexcused absence.
- B. The Board President shall determine if an absence qualifies as excused. Qualifying reasons include, but are not limited to:
 - i. Personal illness or disability
 - ii. Employment purposes or the business of the Board
 - iii. A family or other emergency
 - iv. Other circumstances deemed reasonable by the Board President
- C. Members may participate fully in a meeting via electronic means so long as they follow the Electronic Meetings Policy.
- D. A Board member who accumulates three (3) unexcused absences within any twelve-month period shall be subject to removal in accordance with these Bylaws.

Section 3. Removal of Board Members

The Board acknowledges that Library Trustees appointed by municipal or county authorities are subject to removal at the pleasure of the appointing authority as provided in Wis. Stat. § 17.13 and 17.10. The Board maintains an internal procedure through which it may formally communicate to the appointing authority when it believes a member has violated these Bylaws and recommends removal.

A Board member who violates these Bylaws shall be subject to recommendation for removal via the following procedures:

- A. Any alleged violation shall be submitted in writing to the Board President, or to the Vice President if the complaint concerns the President.
- B. The reviewing officer shall provide written notice to the accused Board member within five (5) calendar days of receiving the complaint.
- C. The accused member shall have fourteen (14) calendar days from receipt of notice to submit a written response and any supporting evidence to the reviewing officer.

- D. The reviewing officer shall prepare a written report of findings and distribute it to all Board members at the next regularly scheduled Board meeting following the response period.
- E. At that meeting, the accused member shall have the opportunity to address the Board for up to ten (10) minutes. An affirmative vote of the majority of all members of the Board present at the time, excluding the accused member, shall be required to recommend removal to the appointing authority.
 - i. Pursuant to Wis. Stat. § 17.13(1), the Village Board President may remove the Board member subject to approval by majority vote of the Village Board, with a copy of the removal order filed with the Village Clerk.
 - ii. Pursuant to Wis. Stat. § 17.10(2), the county chairperson may remove the Board member subject to approval by majority vote of two-thirds of the supervisors entitled to seats on the county Board.

Article III Officers

Section 1. Officer Positions

The officers shall be a President, Vice President, Secretary, and a Treasurer, elected from among the appointed trustees at the July annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Nominations

The Library Board shall serve as a Committee of the Whole for the purpose of nominating a slate of officers. The Nominating Committee of the Whole shall meet prior to the July annual meeting and shall present a slate of officers at the July annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officer Term

Officers shall serve a term of two (2) years from the July annual meeting at which they are elected and until their successors are duly elected.

Section 4. Duties of the President

The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held in custody of the Library, and generally perform all duties associated with the office of the President.

Section 5. Duties of the Vice President

The Vice President will assume the role and duties of the President in the event of the absence or disability of the President, or a vacancy in that office.

Section 6. Duties of the Secretary

The Secretary shall keep true and accurate minutes of all meetings of the Board and shall perform such other duties as are generally associated with the office of Secretary. If no Board member accepts election/appointment to the Secretary position, the Library Director may appoint, with the approval of the Board, a Library staff member to take minutes of Board meetings until a Board member assumes the position of Secretary.

Section 7. Duties of the Treasurer

The Treasurer shall co-sign all checks drawn on funds held by the Library, sign all vouchers for disbursements from the Library fund, and perform such duties as generally devolve upon the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board, and not less than the value of any property held by him or her.

Article IV Meetings

Section 1. Regular Meetings

The regular meetings shall be held on the second Thursday of each month at 6:00 p.m. at the Library. An annual meeting at which Board officers shall be elected shall be held in July.

Section 2. Agendas and Notices

Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

- A. Meeting agendas and notices shall be posted at the main entrance of the Library, fully visible from the entrance exterior. Meeting agendas and notices shall also be sent to the Village for public posting consistent with the posting of other public notices, to the Library website, and to any other locations and media as required by law and the Board.
- B. A consent agenda may be used. Items of business that are expected to be so routine as to not require discussion may be placed on this agenda by the chairperson of a committee, the Board President, or the Library director. Items may be removed from the consent agenda by the request of any Board member. The Board will vote on the consent agenda in its entirety without discussion.

Section 3. Minutes

Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the results of all votes taken. Current draft Board minutes shall be distributed to all Board members upon completion and submission by the Board Secretary. All approved Board minutes shall be posted on a bulletin Board in the Library, to the Library website, and to any other locations and media as required by law.

- A. The Library Director shall be the designated custodian of the approved Library Board minutes and shall retain a complete file of the minutes in perpetuity.
- B. Library Board meetings may be recorded and the recordings retained for up to six (6) months or a period designated by the Library Board.

Section 4. Special Meetings

Special meetings may be called at the direction of the President or at the written request of five (5) members, for the transaction of business as stated in the call for the meeting. In accordance with Wis. Stat. § 19.84(3), notice must be given at least twenty-four (24) hours before the commencement of the meeting. If there is good cause why a 24-hour notice is impossible or impractical, a shorter notice may be given. However, in no case may notice be provided less than two (2) hours before the meeting.

Section 5. Quorum

- A. A quorum for the transaction of business at any meeting shall consist of 51% of the members of the Board present in person or via electronic means. Members attending a meeting using electronic means must comply with the Electronic Meetings Policy in order to be counted towards the quorum. If the member cannot comply with the audio/visual and security requirements, that member is not considered part of the quorum.
- B. In the event that a quorum is not present as specified in item (A.), in accordance with Wis. Stat. § 43.54(e), three (3) members of the Board shall constitute a quorum for the sole purpose of approving bills.

Section 6. Open Meetings Law Compliance

All Board meetings and all Committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stat. § 19.81 through 19.98).

Section 7. Parliamentary Authority.

The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Standing Committees

The following Committees or persons shall be appointed by the President promptly after the July meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items:

- A. **Personnel Committee** – Shall handle all issues, grievances, policies, and compensation as related to staffing the Library. The Committee shall annually review the Library Director and provide a recommendation on compensation to the Board. Neither the Committee nor the Board reviews the Library staff (per Wis. Stat. § 43.58(4)), but the Committee shall recommend wage ranges, job descriptions, and organizational structure for the Board to approve and for the Library Director to use in managing the staff. The Board may direct the Committee to explore staff-related issues such as, but not limited to, wage studies, succession planning, and Personnel Policy changes.
- B. **Buildings and Grounds Committee** – Shall address and investigate improvements, problems, or needs in the Library building or on the Library grounds. The Committee shall provide recommendations to the Board on vendors and contractors for routine and non-routine projects and maintenance and may be directed by the Board to explore facility issues in order to bring information and recommendations back to the Board.
- C. **Policy Committee** - Shall facilitate the creation of any new policies felt necessary by the Library Director and/or Library Board. The Committee shall examine all existing policies on a regular basis for relevance and currency and to reflect any changes required by legislation or proposed by Board or staff. The Committee shall, after review, route any requests to examine, revise, or update the policies to the appropriate Board Committee or to the Library Director for action. Changes to policy shall be first considered by the Committee who will provide a recommendation to the Board for adoption.
- D. **Finance Committee** – Shall prepare the initial budget annually for the Board to approve. The Board may direct the Committee to investigate and report back on any issues that impact the revenues and expenditures of the Library.
- E. **Grutzmacher Collection Committee** – Shall oversee the care, custody, and control of the Grutzmacher Collection as well as compliance with the federal Native American Graves Protection and Repatriation Act (NAGPRA). The Committee shall approve all repatriation requests before recommending them to the Board. The Board may instruct the Committee to explore issues related to controlling the Collection including, but not limited to, housing and display, insurance, and policy. See “Grutzmacher Collection Policy.”

Section 2. Nominating Committee

See Article III, Section 2

Section 3. Ad Hoc Committees

Ad hoc committees for the study of special problems shall be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were

appointed has been filed. These Committees may also include staff and public representatives as well as outside experts.

Section 4. Limits of Powers

No Committee shall have other than advisory powers.

**Article VI
Duties of the Board of Trustees**

Section 1. Power and Duty

Legal responsibility for the operation of the Mukwonago Community Library is vested in the Board of Trustees through Wis. Stat. § 43.58. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing operations and services.

Section 2. Duty to Hire Library Director

The Board shall select, appoint, and supervise a properly certified and competent Library Director, who shall be evaluated on an annual basis. The Library Director shall determine the duties and compensation of all Library employees for the Board to approve.

Section 3. Budget

The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. Exclusive Control of Money

The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the Library fund and shall audit and approve all Library expenditures. See “Finance Policy.”

Section 5. Facility and Maintenance

The Board shall supervise and oversee buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total Library program.

Section 6. Advocacy

The Board shall study and support legislation that will bring about the greatest good to the greatest number of Library users.

Section 7. Public Relations

The Board shall cooperate with other public officials and Boards and maintain vital public relations.

Article VII Library Director

Section 1. Appointment

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the Library under the direction and review of the Board and subject to the policies established by the Board. The Director shall act as technical advisor to the Board. The Director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall not have a vote.

Section 2. Duty to Publish Meeting Notice

The Library Director shall issue notice of all regular and special meetings.

Section 3. Duty to Report

The Library Director shall make monthly reports to the Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.

Section 4. Duty to Submit Annual Report

The Library Director, with Board approval, shall submit the required annual report to the Division for Libraries, Technology and Community Learning, and the village board.

Article VIII Conflict of Interest

Section 1. Financial Gain

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Mukwonago Community Library in which they have a direct or indirect financial interest.

Section 2. Duty to Recuse

A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. Compensation

Per Wis. Stat. § 43.54(d), a Board member may not be compensated for their service on the Board or receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Section 4. Abuse of Authority

Per Wis. Stat. § 19.59, Board members shall not use their position or authority for personal benefit or gain beyond what is available to the general public. This includes using Library resources, seeking preferential treatment, or influencing Library staff regarding personal matters, village or county government relations, political activities, or private business

interests. Board members shall not use Library staff time, facilities, supplies, or equipment to influence appointing authorities or for personal benefit.

Article IX Trustee Code of Conduct

Section 1. Compliance with Policies and Ordinances

Board members shall comply with all Library policies, Village of Mukwonago ordinances, and other applicable laws and regulations in the same manner as required of the general public. Board membership does not confer any special privileges or exemptions from these requirements. All Library policies apply equally to Board members whether on or off Library premises.

Section 2. Civility and Decorum

Board members shall maintain proper decorum in accordance with the latest revised editions of Robert's Rules of Order and the Wisconsin Department of Public Instruction's Trustee Essentials. Basic rules of decorum include, but are not limited to:

- A. Address fellow Board members, staff, and the public with respect and courtesy, using formal titles (e.g., "Trustee," "Director," "Chair") during Board meetings.
- B. Refrain from interrupting others who have been recognized to speak.
- C. Focus comments on issues rather than personalities.
- D. Prohibited behaviors include, but are not limited to:
 - i. Use of defamatory, hostile, or degrading remarks
 - ii. Personal attacks against fellow Board members, staff, or members of the public
 - iii. Disruptive actions that interfere with the conduct of Board business
 - iv. Discriminatory statements or conduct
 - v. Disclosing information protected under law including closed session discussions

Section 3. Chain of Command

Per Wis. Stat. § 43.58(4), the Library Board appoints a Library Director who is directly responsible for Library staff. To maintain proper organizational structure:

- A. The Library Board shall:
 - i. Establish policies and approve budgets that govern Library operations
 - ii. Delegate to the Library Director day-to-day operations and administration of the Library including:
 - a. Staff supervision and assignment of duties
 - b. Implementation of Board-approved policies

- c. Selection of Library materials
 - d. Maintenance of Library property
 - e. Delivery of Library services
- B. The Library Board and individual Board members shall not:
- i. Direct the work of Library staff
 - ii. Issue orders to any Library employee
 - iii. Interfere with the Library Director's supervision of staff
- C. Board members may engage in casual conversation with staff. However, to maintain proper organizational structure:
- i. All Board recommendations or requests regarding Library operations, including but not limited to programs, collection development, or staffing shall be communicated through the Library Director
 - ii. When staff input is needed on Library matters, the Board shall make such requests through the Library Director
 - iii. If a staff member brings complaints to a Board member, the Board member shall direct them to:
 - a. First address the concern with their supervisor
 - b. Follow the grievance process in the Personnel Policy
 - c. Only in extreme situations should complaints come directly to the Board
 - iv. In emergency situations requiring immediate Board-staff interaction, Board members shall notify the Library Director as soon as possible

Section 4. Public and Media Communications

Official statements regarding Board positions, decisions, or policies shall only be made by the Board as a whole through its designated spokesperson, who shall be either the Library Director or Board President. Individual Board members shall not represent themselves as speaking for the Board or Library in any communications with the public, media, other organizations, Boards, or agencies. When speaking about Library matters, individual Board members must explicitly clarify that they are expressing personal opinions and not Board positions. All formal deliberations and official communications involving Board matters shall occur in properly noticed open meetings in accordance with Wisconsin's Open Meetings Law, except where closed sessions are authorized by law.

Section 5. Digital Communications

All digital communications by Board members regarding Library business are subject to Wisconsin Public Records Law. Board members shall maintain professional decorum in all digital communications and social media activities relating to the Library, clearly indicating when posts reflect personal opinions rather than Board positions. Board members shall not engage in digital communications that could constitute a walking quorum or compromise Library operations and/or security. All digital communications regarding Library business must be retained in accordance with the "Records Retention Policy".

Article X General

Section 1. Majority Vote

An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. In the event of a tie vote due to an even number of Trustees present, the President's vote shall be the deciding vote. The President may vote upon and may move or second a proposal before the Board.

Section 2. Temporary Suspension of Rules

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided that Board members receive a draft of the proposed amendments with the publication of the meeting agenda.

Adopted by the Board of Trustees of the Mukwonago Community Library on March 13, 2025

Revision History

August 12, 2016	Removed Section C to reflect changes in Bridges policy.
July 21, 2016	Revised Article I to show Library type as specified by Statute Revised Article II, Section 1 to delineate Board appointments and terms of office Revised Article III, Section 6 to permit Director to appoint a staff member to take minutes in absence of Secretary Revised Article IV, Section 1 to list meeting Board schedule and to list purpose of Annual Meeting Revised Article IV, Section 2 to clarify and expand agenda posting requirements Revised Article IV, Section 3 to clarify and expand minutes posting requirements Added Article V, Section 3 to delineate responsibilities of Policy Committee Revised and Expanded Article VII by moving references to Library Director responsibilities from previous locations in Article III, Section 6, Article III, Section 7, and Article VI, Section 8.

Added Section markers to Article VII.
Revised adoption date and signatory Board officers

- September 15, 2016** Revised Article II, Section 1 to specify approval of Board Village and School appointments by Village Board.
- January 19, 2017** Revised Article IV, Section 1 to change Board meeting time from 7 p.m. to 6 p.m.
- May 18, 2017** Revised Article IV, Section 3 to clarify draft and approved minutes distribution, specify that the Library Director is custodian of records, and that Board meetings may be recorded and retention of those recordings.
- August 17, 2017** Revised Article II, Membership. Added Section 3 - Removal of Board Members.
Revised Article III, Officers. Modified Section 2 to have eliminate the use of a nominating committee and have the Board meet as a Committee of the Whole to nominate Board officers.
- January 18, 2018** Revised Article IV, Meetings, Section 5 adding Paragraph b to provide for a 3 person quorum to permit only for the paying of bills in the event of a lack of full meeting quorum.
- March 15, 2018:** Revised Article II, Membership. Modified Section 3. Added paragraph on removal of Board Member for cause.
Revised Article IV. Meetings, Section 5 to add that a quorum may consist of Board Members attending via videoconference or teleconference.
- June 21, 2018** Revised Article IV. Meetings, Section 2 to include usage of a consent agenda.
- June 20, 2019** Revised Article II, Section 1 to include "Three-year Board appointments run through June with new terms starting on July 1st"
Revised Article IV, Section 1 to revise the section indicated that Board meetings have now moved to the second Thursday of each month
- December 9, 2021** Article II, Section 1 and Article IV, Section 5 updated to reflect adoption of Electronic Meetings Policy.
- December 8, 2022** Created consistent section headings and state statute references throughout.
Revised Article IV, Section 4 for clarity.
Revised Article V, Section 1 with scope of responsibilities for standing committees. Struck Article V, Section 3 as it was added into Section 1.
Added Grutzmacher Collection Committee to standing committees.

March 13, 2025

Clarified and expanded II.2 specifying meeting attendance
Clarified and expanded II.3 specifying removal of Library Trustees
Created Article IX “Code of Conduct”
Clarified X.1 with exactly how a tie vote can be broken
Changed X.3 to read “that Board members receive a draft of the proposed amendments with the publication of the meeting agenda”
Reviewed by Village legal counsel

**Mukwonago Community Library
Library Board Vacancy Procedure
Approved October 10, 2024 – Last Reviewed October 10, 2024**

The Mukwonago Community Library Board of Trustees follows this procedure to address vacancies, develop a strong candidate pool, and recommend qualified individuals for approval by the Village or County Board. This procedure aims to ensure a selection of candidates who will contribute positively to the Library Board's mission while fostering effective collaboration with the appointing authorities. By following these steps, the Library Board seeks to identify individuals who will work well with existing members and enhance the Library Board's overall effectiveness.

1. When a Trustee leaves the Library Board, the Library Board President will contact the appropriate appointing authority to notify them of the vacancy.
 - If it is a school representative, the Library Board President will contact the School District Superintendent and the Village President.
 - If it is a Village representative, the Library Board President will contact the Village President.
 - If it is a county representative, the Library Board President will contact the Bridges Library System Director and the Waukesha County Executive.
2. The Library Board President will consult with the Library Board to gather recommendations for potential candidates and share those, along with any personal recommendations, with the appointing authority. The Library Board President will then inform the appointing authority of their intention to compile a comprehensive list of candidates. Throughout this process, direct communication between the Library Board President and the appointing authority is strongly encouraged to ensure alignment and transparency.
3. If the Library Board President deems it appropriate, they will instruct the Library Director to post a notice in the local newspaper(s), the Public Notice section of the Library, and on the Library and Village websites to find potential candidates. The notice will contain information about residency requirements, how to submit a letter of application, and application deadlines.
4. The Library Staff shall be made aware of the vacancy. If a staff member knows of anyone who would be interested in applying for the vacancy, the staff member should, after consulting with the Library Director be encouraged to contact that individual. The individual, then, can make an application for the position.
5. All interested candidates must submit either a resume or a letter of interest to the Library Director. The Library Board of Trustees and the Library Director will review the

resumes or letters, conduct interviews if necessary, and select a candidate for recommendation in a timely manner.

6. The Library Board will direct the Library Director to forward the name of the recommended candidate to the appropriate appointing authority.

Revision History

August 25 2008	Procedure Created.
December 15 2016	Procedure reviewed and reformatted to standard format. Introductory paragraph rewritten. Paragraph 1 edited to remove reference to a specific newspaper column Paragraph 2 edited for clarification and to add consultation with Library Director as part of the process. Paragraph 3 edited for consistency.
August 17 2017	Revised application review period in Paragraph 1 and Paragraph 3.
November 15 2018	Revised Paragraph 3 to read “All interested candidates must submit either a resume or letter of interest to the Library Director. The Library Board of Trustees and the Library Director will review the resumes or letters, conduct interviews if necessary, and select a candidate for recommendation in a timely manner.”
October 10, 2024	Rewrote introduction paragraph to state intent of procedure Added paragraph 1 outlining notification procedures when a Trustee leaves Added paragraph 2 stating Library board president's candidate recommendation process Added paragraph 3 reworking guidelines for vacancy public notice

Mukwonago Community Library
Electronic Meetings Policy
Approved October 14, 2021 – Last Reviewed September 16, 2024

The Mukwonago Community Library Board of Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible in accordance with Wisconsin's Open Meetings Law. The use of Electronic Means to conduct meetings allows a wider range of participants to attend and monitor the meeting who might not otherwise be able to make it to a physical location. The use of Electronic Means also allows Trustees who otherwise cannot physically attend in person to fully participate in the meeting, thereby ensuring that all Trustees' voices are heard, regardless of health, family emergencies, or other uncontrollable circumstances.

The Board in all of its regular, special, and committee meetings, whether held in person or via Electronic Means, complies and intends to comply with the provisions of the Wisconsin Open Meetings Law. This policy provides clear guidance and structure on how to conduct Electronic Meetings to comply with this law.

Use of Electronic Meetings

Any Board member can request the use of an electronic or hybrid meeting of the Library Board President, who will communicate it to the Library Director, before the agenda is finalized and posted. Upon either a Declaration of Emergency or upon a two-thirds vote at a prior meeting, regular or committee meetings of the Library Board may be held by Electronic Means. For purposes of this policy, Electronic Means is defined as a full-featured internet meeting which allows for the live broadcast and interface of the audio and video of all Board members, participants, and views. Meetings held by Electronic Means due to a Declaration of an Emergency may be held by Electronic Means until the expiration of such Emergency Declaration. When no such Emergency Declaration exists, a motion by a Trustee exercising the option under the Library Board Bylaws to hold Board meetings by Electronic Means shall specify, by date, which meetings the Board authorizes to be held by Electronic Means. But not limited to Emergency Orders, weather, and other acts of God

Notification of an Electronic Meeting

Notices and agendas for an Electronic Meeting must be posted according to the Wisconsin Open Meetings Law. Notices and agendas should follow typical practice but should also affirmatively state the meeting will be held via Electronic Means and include instructions for how the public may access the meeting. This includes providing the telephone number, videoconference link, and any necessary passcodes or other login information. Notices and agendas must contain a name and contact number for a designated staff member that can be contacted in the event that a member of the public is unable to participate in the virtual

meeting to allow the Board an opportunity to evaluate its potential obligation to accommodate participation.

Conducting an Electronic Meeting

When conducting Board meetings by Electronic Means, such meetings shall be conducted in strict accordance to this policy.

- A. The Board meeting shall be conducted using an electronic platform or technology chosen at the discretion of the Library Director, who may consult with the Library Board President and/or Village Attorney, to ensure the platform or technology complies with applicable Open Meetings Law, after considering the following factors:
 - i. Whether the platform or technology enables reliable two-way communication
 - ii. Whether the technology allows remote participants to meaningfully participate in the electronic meeting
 - iii. Whether the platform or technology complies with Wisconsin Open Meetings Law
 - iv. Whether the platform or technology allows all Board members, participants, and viewers, to view and share documents so that they are able to be viewed by all those participating in the meeting
 - v. Whether the platform or technology allows for simultaneous aural communication of the Board members essential to the deliberative character of the meeting.
 - vi. Whether the platform or technology allows the Board to control meeting participants to avoid disruption of the deliberative session or in the event of a closed session

- B. Sufficient security and identification procedures must be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all participants attending via Electronic Means for discussion or voting purposes are in fact an authorized Board member with the right to speak and vote.

- C. Board meetings conducted by Electronic Means may be conducted entirely via the Electronic Means or in a hybrid fashion wherein the majority of the participants, viewers, and Board members attend in person while other participants, viewers, and Board members may utilize the Electronic Means to virtually attend the meeting. The following expectations must be satisfactorily met in order to conduct a hybrid meeting:
 - i. Participants utilizing Electronic Means must be able to hear and see the entire deliberative body
 - ii. Participants utilizing Electronic Means must be able to clearly hear and see each speaker, whether is a Board member or participant

- iii. Participants utilizing Electronic Means must have access to all public documents, agendas, and minutes pertaining to the meeting
 - iv. Board members utilizing Electronic Means must have received all presentation materials in their meeting packet prior to the meeting
- D. A Board member who attends a meeting via Electronic Means must provide notice to the Library Board President and Library Director at least 24 hours prior to the meeting unless such advanced notice is impracticable. Excused uses for the use of Electronic Means to attend a meeting by a Board member include but are not limited to:
 - i. Personal illness or disability
 - ii. Employment purposes or the business of the Board
 - iii. A family or other emergency
- E. At the commencement of each meeting, the Library Board Secretary shall take a roll call of all Board members for purposes of determining whether a quorum of the Board is present in accordance with the Library Board Bylaws. Each Board member present shall audibly respond so that the Library Board President may determine if a quorum is present. In the event a quorum is not present, the Library Board President shall audibly announce that fact to those participating via Electronic Means.
- F. If, at any time during the course of the meeting, two-way communication with a Board member is lost or interrupted, the Library Board President shall make a reasonable attempt to reestablish two-way communication with the Board member. If, after making such reasonable attempt, two-way communication cannot be reestablished, the President may cease efforts to reestablish two-way communication, and the meeting shall continue, provided a quorum still exists with the lost Board member. Notwithstanding the foregoing, a Trustee must have two-way communication firmly established throughout the entire discussion or debate on a specific item of business in order to be eligible to vote on any action related to that specific item of business. Should a Board member lose two-way communication for a substantial amount of time during discussion of a specific item of business, the applicable Board member is ineligible to vote on any action related to that specific item of business.
- G. All communications and discussion by Board members that take place during a meeting conducted via Electronic Means must be made public in a manner accessible to the public attendees of the meeting. Board members should avoid private texting by cell phone or internet-based chat programs (including those that might be provided on the Electronic Means platform) and exchanging emails or other private electronic communications while participating in the meeting.
- H. If a closed session must be conducted during a meeting utilizing Electronic Means, the Library Board President or Library Director will drop or otherwise block all virtual attendees that are not Board members or other parties deemed necessary from the

closed session part of the agenda. If intending to resume an open session after the closed session, the Library Board will set a specific time to resume so virtual participants may re-join the meeting via Electronic Means when the open session resumes and audibly inform virtual participants of this time before dropping or blocking them.

- I. Unless a contrary rule is provided above, any meeting held by Electronic Means shall be conducted in accordance with *Roberts Rules of Order Newly Revised*, sections 9:30-36, as amended.

Adopted by the Board of Trustees of the Mukwonago Community Library on 14 October 2021