



**MINUTES OF THE  
BUILDING & GROUNDS COMMITTEE  
LIBRARY BOARD OF TRUSTEES  
MEETING**

**Mukwonago Community Library  
511 Division Street, Mukwonago, WI 53149  
and via Zoom  
November 17, 2025 at 6:00 PM**

**1. Call to Order**

Meeting was called to order at 6:00pm by Chairperson Brill.

**2. Roll Call and Introduction of Guests**

Committee Members Present

E. Brill  
E. Pautz  
H. Pringle  
L. Spielman

Also Present

A. Armour, Library Director

**3. Approval of Minutes**

3.1 Approval of the August 25, 2025, Library Building & Ground Committee Minutes as prepared and distributed

E. Pautz/E. Brill motioned to approve the August 25, 2025 Building & Grounds Committee meeting minutes. Unanimously carried.

**4. Discussion/Action Items**

4.1 Facility Updates - Discussion and possible action on updates regarding the facilities.

The Village is working on and paying for the Certified Survey Map (CSM) of the Library property which will combine all the separate lots into one and remove the roadway from the west side of the building, instead splitting the easement for underground utilities between the Washington Avenue Park lot and the Library lot.

4.2 Capital Plan - Discussion and possible action on the Capital Plan.

The Committee reviewed the Capital Plan. No action was taken.

4.3 Renovation Plans - Discussion and possible action on the renovation project.

The Committee did not discuss the renovation plans. No action was taken.

4.4 Capital Campaign Naming Rights Considerations - Discussion and possible action on developing guidelines for naming rights and considerations such as signage in preparation for the capital campaign.

Director Armour explained that Library Strategies, the consultants assisting with the Capital Campaign Committee, recommended the Library Board consider naming opportunities now to prepare for soliciting gifts. Discussion included recognitions and rights from previous campaigns, gift levels for naming rights at the schools, and ranking the importance of areas to be named. The Committee identified potential areas for naming—excluding the entire building but including specific spaces rather than individual bookshelves or furniture—and assigned approximate gift levels. The Committee also considered signage commemoration, preferring a cohesive theme that flows with the renovation design and sizing appropriate to gift levels. The Committee directed Director Armour and Trustee Pautz to consult with Library Strategies to refine the list before the next Library Board meeting.

4.5 HVAC Contracts - Discussion and possible action on the Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026.

H. Pringle/E. Pautz motioned to recommend to the Library Board acceptance of the Illingworth-Kilgust/Emcor mechanical and controls maintenance contracts for 2026. Unanimously carried.

4.6 Fire Safety System Contract - Discussion and possible action on the USA Fire Protection inspection and monitoring contract for 2026-2027.

E. Pautz/E. Brill motioned to recommend to the Library Board acceptance of the USA Fire Protection inspection and monitoring contract for 2026-2027. Unanimously carried.

4.7 JACE End-of-Life - Discussion and possible action on the JACE 8100 end-of-life notification.

Discussion included the history of the controller, ensuring all products purchased support an open communication protocol such as Niagara, and determining whether other HVAC system elements are worth upgrading instead. The Committee decided more information is needed before making a decision. Chairperson Brill will conduct further research and Director Armour will contact Illingworth-Kilgust/Emcor to learn more about the HVAC setup.

**5. Referral Items – JACE End-of-Life**

**6. Confirm Next Meeting Date - Thursday, February 19, 2026 @ 6:00pm**

**7. Adjournment**

H. Pringle/L. Spielman motioned to adjourn. Unanimously carried. Adjourned at 7:08 pm.

Minutes submitted by Abby Armour