



GRUTZMACHER COLLECTION COMMITTEE LIBRARY BOARD OF TRUSTEES MEETING

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
July 20, 2026 at 6:00 PM**

AGENDA

- 1. Call to Order**
- 2. Roll Call and Introduction of Guests**
- 3. Approval of Minutes**
 - 3.1 Approval of November 20, 2025, Library Grutzmacher Collection Committee Minutes as prepared and distributed
- 4. Discussion/Action Items**
 - 4.1 Permanent Grutzmacher Collection Display - Discussion and possible action on a presentation by Danielle Benden of Driftless Pathways on design options for a permanent Grutzmacher Collection display.
 - 4.2 Annual Review of Committee Directives - Discussion and possible action on annual review items listed under I.D.4 of the Grutzmacher Collection Management Policy.
 - 4.3 Loan Agreement with MHMS - Discussion and possible action on continuing the Loan Agreement with the Mukwonago Historical and Museum Society.
 - 4.4 Updates on the Grutzmacher Collection - Discussion and possible action on updates regarding the Grutzmacher Collection including NAGPRA.
- 5. Referral Items**
- 6. Confirm Next Meeting Date**
- 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.



DRAFT MINUTES OF THE GRUTZMACHER COLLECTION COMMITTEE LIBRARY BOARD OF TRUSTEES

MEETING

**Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
and via Zoom
November 20, 2025 at 6:00 PM**

1. Call to Order

Meeting was called to order at 6:09pm by Chairperson Pringle.

2. Roll Call and Introduction of Guests

Committee Members Present

H. Pringle

E. Brill

Via Zoom

E. Pautz (left at 6:40pm)

M. Oberwise Lacock (joined at 6:10pm)

Excused

S. Perkins

Also Present

A. Armour, Library Director

D. Benden of Driftless Pathways (via Zoom)

3. Approval of Minutes

3.1 Approval of August 21, 2025, Library Grutzmacher Collection Committee Minutes as prepared and distributed

E. Brill/H. Pringle motioned to approve the August 21, 2025, Grutzmacher Collection Committee meeting minutes. Unanimously carried.

4. Discussion/Action Items

4.1 Permanent Grutzmacher Collection Display - Discussion and possible action on developing a permanent display inside the Library for the Grutzmacher Collection.

Danielle Benden of Driftless Pathways joined via Zoom to engage the Committee in a discussion regarding a permanent display in the Library.

Discussion included having Danielle visit to assess the smallest and largest items in the Collection before recommending shelving options, being mindful of lighting levels, incorporating permanent design elements such as a pony wall with a wrap, and considering interactivity with flexible furniture that allows for accessibility, durability, and longevity. The Committee discussed the need to identify core furniture pieces for the architect sooner rather than later. The Committee noted that the Grutzmacher display is scheduled to go online in July 2027 but would be interested in putting together a “teaser” display before the renovation is complete that could be incorporated into the permanent display. The Committee discussed approaching this as a contracted design development in two parts: establishing the foundational elements and filling the space. Director Armour will connect with Danielle after the new year to schedule an onsite visit by March/April. If Danielle provides a quote, it will be presented to the Library Board.

4.2 Red Brick Museum Signage - Discussion and possible action on drafted signage proposed for display in the Red Brick Museum.

Director Armour presented an updated draft of the proposed signage. The Committee requested final revisions and directed Director Armour to share the draft with MHMS President Henry Hecker for approval. The Committee approves the display with the revisions and indicated that if MHMS approves the display, the Committee approves moving forward with its development.

4.3 Updates on the Grutzmacher Collection - Discussion and possible action on updates regarding the Grutzmacher Collection including NAGPRA.

Director Armour shared that she, Trustee Perkins, and Trustee Pringle attended an Inter-Tribal Consultation led by the Illinois State University regarding items from Pike County, Illinois. Based on guidance from the Tribes, items on display at the Red Brick Museum will need to be removed. Director Armour will consult with Bernstein & Associates on moving forward.

5. Referral Items - None

6. Confirm Next Meeting Date - Thursday, April 16, 2026 @ 6:00pm

7. Adjournment

E. Brill/M. Oberwise Lacock motioned to adjourn. Unanimously carried. Adjourned at 7:13 pm.

Minutes submitted by Abby Armour

The Mukwonago Community Library Board of Trustees (MCL) hereby agrees to lend to the Mukwonago Historical and Museum Society (MHMS) the object(s)/archive(s) from its Grutzmacher Collection described herein for the purposes described below, and subject to the terms and conditions set forth on the reverse and in the attached paperwork. The signatories below acknowledge that they are the authorized agents for their institutions.

Borrowing Institution: The Mukwonago Historical and Museum Society (MHMS) at the Red Brick Museum
Address: 103 Main St, Mukwonago, WI 53149
Contact Person: Henry Hecker
Telephone: (262) 363-6413 Email: president@mukwonagohistoricalsociety.org

Evaluation for Insurance Purposes: \$376,975 Insured By: Municipal Property Insurance Company
Briefly Describe the Purpose of the Loan: exhibition and education
Duration of the Loan (dates): From: October 2, 2025 To: October 1, 2026
Month/Day/Year Month/Day/Year

Owner Release of Items

1. The items described herein are loaned by the MCL to the MHMS. To the best of their ability, the MCL Board or Trustees President has verified in person that the items in the attached inventory are in the condition visually represented in the photographic inventory and catalog prepared by the MCL in 2022. This loan has been authorized by:

Howard Pringle
MCL Board of Trustees President Name

Howard Pringle
Signature

9/11/2025
Date

Property Owner Agreement

2. As the owner of the property that the Mukwonago Historical and Museum Society operates on, the Village of Mukwonago acknowledges that these historical items will be stored and displayed at the Red Brick Museum. The Village recognizes the historical importance and value of these items and agrees to ensure that the property and building will be insured and maintained in such a manner that will be conducive to the safety and security of the collection.

Diana Dykstra

Diana Dykstra
Village of Mukwonago Administrator

Diana Dykstra
Signature

9.24.25
Date

Borrower Acceptance of Items and Loan Terms & Conditions

3. The items in the attached paperwork have been received in the condition visually represented in the photographic inventory and catalog prepared by the MCL in 2022. The terms of the loan are hereby accepted by the MHMS representative.

Henry Hecker

Henry Hecker
MHMS Board President Name

Henry Hecker
Signature

9/23/2025
Date

See reverse for item return and loan termination

Associated Documentation (check if attached)

☒ Loan Inventory ☒ Condition Report ☒ Appraisal ☒ Appendix A ☐ Other (specify): _____

Return of Items to Owner

4. The items listed in the attached inventory have been returned to the MCL.

MCL Board of Trustees President Name

Signature

Date

MHMS Board President Name

Signature

DateReceived Items and Loan Termination

5. The items listed in the attached inventory have been received in the condition described, thus terminating the Loan Agreement between the MCL and the MHMS. This termination is authorized by:

MCL Board of Trustees President Name

Signature

DateProperty Owner Acknowledgement

6. As the owner of the property that the Mukwonago Historical and Museum Society operates on, the Village of Mukwonago acknowledges that it has been notified that the loan has been terminated and that the items are no longer in the Red Brick Museum or on the property.

Village of Mukwonago Administrator

Signature

Date

TERMS AND CONDITIONS GOVERNING THE LOAN
MUKWONAGO PUBLIC LIBRARY'S (MCL, Lender) GRUTZMACHER COLLECTION LOANED TO
THE MUKWONAGO HISTORICAL AND MUSEUM SOCIETY (MHMS, Borrower)

Care, Preservation, and Exhibition

1. Except as otherwise provided in this Agreement, it is understood that the Mukwonago Community Library Board of Trustees (hereafter MCL) retains all other rights with respect to the loaned items. The Mukwonago Historical and Museum Society (hereafter MHMS) shall take no other action with respect to the items without the prior written consent of the MCL, unless otherwise authorized by this Agreement. In all cases, initial contact with the MCL shall be through the Library Director.
2. The MHMS will give borrowed items the same care as it does comparable property of its own. The MHMS shall take reasonable precautions within the limits of its control to protect items from fire, theft, loss, mishandling, dirt, insect, and extremes of light, temperature, and humidity while in MHMS care and custody.
3. It is understood by the MCL and the MHMS that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
4. Items covered by this Loan Agreement shall remain in the condition described in the attached paperwork. They shall not be cleaned, retouched, repaired, or otherwise altered without written prior written consent of the MCL. Initial contact to request permission or notify the MCL of potential need for restorative care shall be through the Library Director.
5. Damage to loaned items, whether received in transit or on the premises of the MHMS Red Brick Museum, shall be reported within twenty-four (24) hours and in writing to the Library Director.
6. The MCL or its delegate may request to view the items covered by this Loan Agreement provided they give the MHMS ten (10) days' written notice and the MHMS can arrange for a volunteer to assist.
7. The MHMS personnel may photograph or scan the loaned items for education, research, catalog, or recording purposes, but such photographs or scans may not be reproduced in any publication for sale, except in an exhibit catalog, without written permission of the MCL. Initial contact to request permission to reproduce recordings shall be through the Library Director. Unless prohibited by the MHMS, the public may take photographs using non-flash photography for non-commercial purposes.
8. Loaned items shall be properly identified, catalogued, and credited as belonging to the MCL when on exhibition, reproduced in publications, or used for publicity using the following credit line: "Item(s) on loan from the Mukwonago Community Library's Grutzmacher Collection." MCL will provide branding and labels for the Grutzmacher Collection indicating item ownership.
9. In 2024, the MCL furnished three display cases valued at \$11,000 for the purpose of displaying the items from its Grutzmacher Collection. See "Appendix A: Display Case Inventory." The MCL hereby grants the MHMS permission to use these cases for display of Grutzmacher Collection items as

contemplated herein. In addition to the responsibilities enumerated in the Section titled "Insurance and Other Associated Costs" herein, the MHMS is also required to ensure that adequate property loss insurance covers the display cases herein. The MCL is required to acquire property loss coverage for full replacement value as opposed to actual cash value.

10. The cost of special storage containers or mountings for exhibition, security as it relates to exhibit cases and mountings, and/or any other incidental costs created by the loan shall be paid by MHMS.
11. The parties acknowledge that the items covered by this Loan Agreement have been in the care and custody of the MHMS at the Red Brick Museum, a building owned by the Village of Mukwonago, prior to the date of this Agreement. As such, the parties agree that the attached inventory and condition assessment accurately reflects the condition of the items at the effective date of this Agreement.
12. It is understood that the loaned items will remain on the premises of the MHMS Red Brick Museum, owned by the Village of Mukwonago, for the duration of the loan and cannot be removed from the premises without prior written consent of the MCL. Initial contact to request permission to remove any loaned items shall be through the Library Director.
13. In emergency situations that threaten the safety and security of the loaned items such as, but not limited to, fire or flood, the MHMS personnel may remove, relocate, or otherwise move items in a manner comparable to caring for property of its own. Any emergency movement of loaned items shall be reported within twenty-four (24) hours and in writing to the Library Director.
14. The MCL retains the right to determine how the Grutzmacher Collection items can be exhibited. The MHMS cannot change the exhibit, move items, or otherwise alter the displays without prior written consent of the MCL. Initial contact to request permission to change exhibits shall be through the Library Director.
15. The MCL and the MHMS recognize that all cultural items that fall under the Native American Graves Protection and Repatriation Act ([NAGPRA] Pub. L. 101-601§1, Nov. 16, 1990, 104 Stat. 3048); the NAGPRA Regulations (43 CFR Part 10, Dec. 13, 2023); and all subsequent amendments and regulation updates have been, to the best of current knowledge and in good faith, removed from exhibit and are in the care and custody of the MCL. In the event that an item(s) under this Loan Agreement is ever identified as a cultural object under NAGPRA, the MCL and the MHMS agree to work together to expeditiously remove the item(s) from display and return it to the care and custody of the MCL. All costs of relocation will be borne by the MCL. The loan inventory will be updated to reflect this change and copies will be provided to both parties.
16. MCL's "Outgoing Loan Agreement," a copy of which is attached hereto, is incorporated herein by reference.

Packing and Transportation

1. Packing and transportation shall be conducted by safe methods approved in advance by the MCL. Since the loaned items have been in the care and custody of the MHMS prior to this Agreement, the Library Director will coordinate with the MHMS personnel thirty (30) days prior to the return of the loan to establish an agreed upon plan for repacking and transport back to the MCL.
2. The cost of packing and transporting the loaned items shall be the responsibility of MHMS. If this Loan Agreement is terminated early for any reason other than justified cause (see clause 7 under "Return/Extension/Cancellation"), the party initiating the termination shall pay for packing and transportation costs.

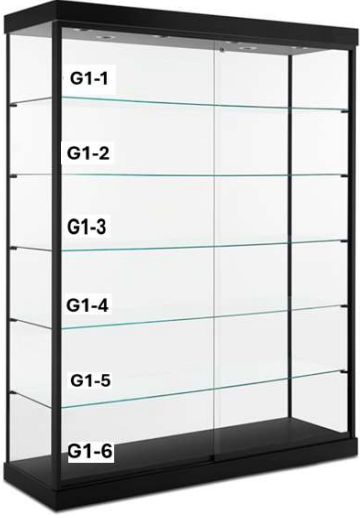
Insurance and Other Associated Costs

1. The MCL shall obtain applicable insurance coverage for the loaned items in the amount determined by an appraisal of the loaned items. An appraisal of the material must be conducted by a qualified appraiser in order to determine the fair market value of the loaned items. The appraisal shall be attached to this Agreement and fully incorporated herein. In order to maintain adequate insurance coverage, any appraisal incorporated in this Agreement must have been completed within ten (10) years of the date of this Agreement.
2. Both parties will work together to ensure that insurance coverage is complete and cost effective. During the loan term, the MHMS shall obtain adequate property loss coverage insuring the borrowed portions of the Collection against all perils, in an adequate amount to cover the value of the borrowed portion of the Collection. The MHMS is also required to have the MCL named as an additional insured on said policy.
3. Each party is responsible for procuring and providing their own certificate of insurance, evidencing the policies and coverages required by this section, and provide the certificate of insurance to the other party. Each party agrees to require that the insurer list the other party as an Additional Insured and to provide adequate evidence of said status through the liability insurance endorsement.
4. The cost of special communications, security provisions, special packing or mountings for exhibition, and/or any other incidental costs created by the loan shall be paid by the MHMS, except if otherwise covered in this Agreement.

Return/Extension/Cancellation

1. Loan items must be returned to the MCL in satisfactory condition by the stated termination date. Unless otherwise agreed in writing, the loan terminates on the date specified on the first page of this Agreement.
2. Loan extensions must be clearly documented with a Loan Renewal Form and agreed to by both parties.

3. At the end of the loan period specified on the first page of this Agreement, all loaned items will be returned to the Lender of record at the address of record. Upon receipt, the Lender shall review the condition of the returned items and acknowledge that the items have been received in the condition described, thus terminating the Loan Agreement between the MCL and the MHMS. A copy of the completed loan paperwork will be provided to the MCL, the MHMS, and the Village of Mukwonago.
4. If the MCL finds that the returned items are not in satisfactory condition, the MCL must provide MHMS written notice of damage to the returned items.
5. The MCL or its agent shall notify the MHMS in writing if there is any change of ownership of the items specified in this Loan Agreement or if there is a change in the MCL's identity or address. The MHMS reserves the right to require proof of title if there is a change in ownership of items. The MCL is responsible for paying the increased cost of delivery due to an address change.
6. In the spirit of knowledge sharing and education, before or at the termination of this Agreement, the MHMS shall make every effort to provide copies of basic object/archive inventories, reports, publications, or other documents that are a product of researching the loaned items.
7. The MCL may cancel this Agreement for cause at any time if it feels that the MHMS is not properly handling the loaned items in the manner proscribed herein. For cancellation not based upon "cause," the MCL may cancel on thirty (30) days written notice. The MHMS may cancel on thirty (30) days written notice.

Display Case	Condition	Visual	Photo Taken September 23, 2025
Tecno TD 200 (Black Laminate, Black Frame) Wheels Eight LED top lights 5 shelves (3/8" thick glass w/ double supports) 66" overall height (4" canopy, 54" glass, 8" base) depth 19.75" MHMS denotation: Case G1	Good - installed July 2024		
Tecno TD 200 (Black Laminate, Black Frame) Wheels Eight LED top lights 5 shelves (3/8" thick glass w/ double supports) 66" overall height (4" canopy, 54" glass, 8" base) depth 19.75" MHMS denotation: Case G2	Good - installed July 2024		
Husky 72 in. W x 24 in. D Heavy Duty 15-Drawer Mobile Workbench Cabinet Chest with Stainless Steel Top in Matte Black	Good - installed May 2024		