11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees November 13, 2013 Meeting
Approved as of December 11, 2013

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday November 13, 2013 at 6:00 p.m. in the Tolzman Community Room**.**

I. Pledge of Allegiance

President Jill Miller led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

President Jill Miller called the meeting to order at 6:01 PM.
Posting of notice as of November 11, 2013 was verified.
Trustees Present: Jill Miller, President; Brenda Richardson, Vice President; Mimi Rosing, Secretary; Drew Wallach, Treasurer; Jeridon Clark, Harold Nonken, John Hawkins and Rob Holyoke.
Trustee Absent: Karen Dredge and Stacey Names.
Staff Present: Linda Bendix, Library Director; Craig Jacobson, Community Relations.

III. Announcements

A. Next Board Meeting on Wednesday, December 11, 2013 at the Frank L. Weyenberg Library.

IV. Public Comment (Limit of 5 min./person)

None present.

V. Approval of Minutes

Brenda Richardson moved approval of October 9, 2013 Board Meeting minutes. Harold Nonken seconded. Motion carried.

VI. Financial Reports

A. Expense and Revenue Report for October 2013

Drew Wallach reported that the finance committee had reviewed the Library's financial reports. With 83.3% of the fiscal year completed there was some concern over the fact that the municipal contribution from the City of Mequon had not been posted but that was likely due to a processing delay. Other revenues are as expected. Staffing expenses are tracking as expected, as is Administration. Collection is underspent but should be expended by year's end. Facility expenses are also on track. Expenses in general are as anticipated.

B. Action Item: Accounts Payable Statement for October 2013
Drew Wallach moved approval of the October 2013 Accounts Payable Statement in the amount of $51,362.46. Harold Nonken seconded. Motion carried.

C. Action Item: Acceptance of Donated Items
Drew Wallach moved to accept donated items in the amount of $1,596. Brenda Richardson seconded. Motion carried.

VII. Committee Reports

A. Finance
Drew Wallach reported that a pair of committee meetings had been held. They discussed the fiscal agency transition at the first meeting and reviewed the Library's financial reports at the second.

B. Advocacy
Mimi Rosing reported that no meeting was held.

C. Personnel
Brenda Richardson reported that no meeting was held.

VIII. President's Report

Jill Miller updated the Board of Trustees on the ongoing police investigation regarding stolen items.

IX. Director's Report

A. Library Operations
Linda Bendix reported that the statistical summary of Library Operations was included in the Board Packet. Ms. Bendix was also pleased to announce the hiring of a new Access Services associate at 20 hours per week.

B. Fiscal Agency Transition
Ms. Bendix reported that a letter that outlined the Library's expectations in regards to the fiscal agency transition had been sent to the City of Mequon administrator and we were awaiting their response.

C. Fine Arts Appraisal
Ms. Bendix reported that the updated Fine Arts appraisal was included in the packet. The valuations will be included in the Library's content appraisal.

D. Library Building and Contents Appraisal
Ms. Bendix reported that a summary of the appraisal was included in the packet. The Library's insurance rates will be re-evaluated pending the results of the appraisal with the likelihood that rates will be reduced as a result.

X. New Business

A. Action Item: Local Government Investment Pool Resolution
Drew Wallach reported that the Finance Committee had discussed the options for housing the Library's reserve fund and determined that the State of Wisconsin Local Government Investment Pool was the preferred option. LGIP offered reasonable returns with minimal

risk and would also accomplish the goal of keeping the Reserve Funds wholly segregated from operating revenue. The officers responsible for transfers will be determined by the designated fiscal agent.

Brenda Richardson moved to utilize the Local Government Investment Pool to house the Library's reserve fund, with the officers responsible for transfers to be designated by the Library's elected fiscal agent. Drew Wallach seconded. Motion carried.

B. Action Item: 2014 Library Calendar of Operations
The proposed 2014 Library Calendar of Operations was included in the packet. There are no changes from 2013.

Rob Holyoke moved to approve the 2014 Library Calendar of Operations, Jeridon Clark seconded. Motion carried.

C. Action Item: 2014 Calendar of Board of Trustees Meetings
The proposed 2014 Calendar of Board of Trustees Meetings was included in the packet.

Jeridon Clark moved to approve the Calendar of Board of Trustees Meetings. Brenda Richardson seconded. Motion carried.

XI. Adjournment

There being no further business before the Board, Mimi Rosing moved to adjourn, Harold Nonken seconded. The motion carried and the meeting adjourned at 6:54 p.m.

Respectfully submitted,
Craig Jacobson, Community Relations Associate