



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees April 21, 2021 Meeting
Approved as of May 19, 2021**

Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting was held virtually through the Zoom platform with each member accessing the meeting remotely. Members of the public had the opportunity to attend the virtual meeting using the same method.

A meeting of the Frank L. Weyenberg Library Board of Trustees was held on April 21, 2021 at 6:00 p.m. on the Zoom online platform.

I. Pledge of Allegiance

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:01 pm.

Posting of notice as of April 16, 2021 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lauren Croix, Maria Gonzalez-Cerra, Catherine Perry, Jefferey Hansher and Rob Holyoke.

Trustees Absent: Lisa Nowakowski.

Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

Also Present: Rachel Burner, Mequon At-Large Appointee effective May 1.

III. Announcements

Ms. Perry and Ms. Burner introduced themselves to the Board.

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

The public was directed to submit any comments in writing in advance of the meeting. No comments were received, and no members of the public were present.

V. Approval of Minutes

A. Action Item: Minutes of the March 17, 2021 Meeting

Janalee Hitchcock moved to approve the minutes of the March 17, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for March 2021

The reports included in the Board Packet. There is nothing unexpected for this time of the year and with the Library's current level of operations.

B. Action Item: Accounts Payable Statement for March 2021

Jeffrey Hansher moved to approve the Accounts Payable Statement for March 2021 in the amount of \$109,757.37. Lauren Croix seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

Janalee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

VIII. President's Report

David Strifling reported that he was not seeking reappointment, and therefore this would be his final meeting as a member of the Board of Trustees. Mr. Strifling stated that it was an honor and pleasure to work with everyone on the Board and at the Library.

A. Appointment of a Nominating Committee

Mr. Strifling, Ms. Hitchcock as Ms. Rosing were appointed to the Nominating Committee.

IX. Staff Reports

A. Library Operations Report

The statistical summary for March was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month. Ms. Muchin Young reported that various displays and interactive items were beginning to return to the Library floor. Ms. Muchin Young further reported on COVID-19 related procedures, construction projects and gifts and grants that have been received.

C. Staff Reports:

- i. Access Services Manager
The written report was included in the Board Packet. Amanda Kloppmann reported on her activities for the month.
- ii. Business Manager
The written report was included in the Board Packet. Craig Jacobson reported further on his activities for the month.
- iii. Patron Services Manager
The written report was included in the Board Packet. Ashley Pike reported on her activities for the month.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

- i. Employee Handbook Pandemic Policy
The employee handbook supplement concerning COVID-19 protocols was updated based on updated information and CDC guidelines.

Jennifer Bogli moved to approve the updated Employee Handbook Pandemic Policy. Mimi Rosing seconded. Motion carried.

XI. New Business

A. Discussion and Possible Action: Return to In-Person Board Meetings

The Board discussed the timeline and logistics of returning to in-person meetings. No action was taken at this time, and the topic will be revisited at a future meeting.

B. Discussion and Possible Action: Closing for Family Fun Before the Fourth, Saturday, June 26, 2021

Jennifer Bogli moved to close the Library for the date of Family Fun Before the Fourth, Saturday, June 26, 2021. JanaLee Hitchcock seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Rachel Muchin Young announced that she is serving on the search committee for the new Monarch Library System director.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on May 19, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Rob Holyoke. Motion carried and meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager