



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees July 21, 2021 Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on July 21, 2021 at 6:00 p.m. in the Library's Tolzman Community Room.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

JanaLee Hitchcock called the meeting to order at 6:01 pm.

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

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham and Maria Gonzalez-Cerra.

Trustees Absent: Rachel Burner, Lauren Croix and Jefferey Hansher.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

None at this time.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the June 16, 2021 Meeting

Jennifer Bogli moved to approve the minutes of the June 16, 2021 Board of Trustees Meeting. Maria Gonzalez-Cerra seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for June 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 June 2021

Maria Gonzalez-Cerra moved to approve the Accounts Payable Statement for June 2021 in the amount of \$85,912.26. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that a meeting was held on June 29, 2021. Wendi Unger, CPA from Baker Tilly US, presented the 2020 Fiscal Year Audit Summary to the Committee. The audit expressed a clean and unmodified opinion, finding no significant issues with the Library's financial operations. Also discussed at the meeting were revisions to the Library's credit card policy and a review of the Library's financial statements.

B. Advocacy

JanaLee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that a meeting was held on July 20, 2021. The Committee discussed wage comparisons, federal holidays and a potential professional development day.

VIII. President's Report

JanaLee Hitchcock expressed that she was happy to be back to in-person meetings.

IX. Staff Reports

A. Library Operations Report

The statistical summary for June was included in the Board Packet. Library Director Rachel Muchin Young offered context on the statistics and commented on activity trends.

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 commented further on the search process for the Monarch Library System Director as well as the upcoming Trustee Training Week.

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 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

No changes or action to be discussed at this time.

B. Discussion and Possible Action: Circulation Policy

Ms. Muchin Young updated the Board on the revisions to the draft Circulation Policy that had been made in response to feedback received at the previous meeting. Following discussion, Catherine Perry moved to approve the revised Circulation Policy. Jennifer Bogli seconded. Motion carried.

XI. New Business

A. Action Item: Closing for Taste of Mequon, September 11, 2021

Ms. Muchin Young discussed the logistical issues involved with Library operations on the date of Taste of Mequon. Following discussion, Mimi Rosing moved to close the Library on September 11, 2021 for the Taste of Mequon festival. Catherine Perry seconded. Motion carried.

B. Discussion: Wage Comparisons and 2021 Wages

Ms. Muchin Young reported on the progress she had made on acquiring data for a wage comparison for the Library's personnel. The Board discussed the information available.

C. Discussion and Possible Action: Credit Card Policy

The revised Credit Card Policy was included in the Board Packet. Jennifer Bogli moved to approve the revised Credit Card Policy. Maria Gonzalez-Cerra seconded. Motion carried.

XII. Trustee Training & System/State Library Update

None at this time.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on August 18, 2021 at 6:00 p.m.

A Finance Committee meeting will take place on a date to be announced.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by

Maria Gonzalez-Cerra and seconded by Jennifer Abraham. Motion carried and meeting was adjourned at 7:51 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager

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