



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees January 19, 2022 Meeting Approved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on January 19, 2022, 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 6:00 pm.

Posting of notice as of January 14, 2022, was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President (via Zoom); Mimi Rosing, Secretary; Jennifer Bogli, Treasurer (via Zoom); Jennifer Abraham, Rachel Burner (via Zoom), Jeridon Clark, Maria Gonzalez-Cerra (via Zoom), Jefferey Hansher and Tedd Lookatch.

Trustees Absent: None.

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

III. Announcements

None at this time.

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

Written comments from Ms. Elizabeth Lampp from Milwaukee, WI were read into the record.

V. Approval of Minutes

A. Action Item: Minutes of the December 15, 2021 Meeting

Tedd Lookatch moved to approve the minutes of the December 15, 2021, Board of Trustees Meeting. Catherine Perry seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for December 2021

The reports were included in the Board Packet. Nothing was found to be out of order.

- B. Action Item: Accounts Payable Statement for December 2021
Rachel Burner moved to approve the Accounts Payable Statement for December 2021 in the amount of \$103,624.28. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

- A. Finance
Ms. Bogli reported that no meeting was held.
- B. Advocacy
Mr. Hansher reported that no meeting was held.
- C. Personnel
Ms. Rosing reported that no meeting was held.

VIII. President's Report

Ms. Hitchcock reported that Mequon Alderman Andrew Nerbun met with her and Ms. Muchin Young for a tour of the Library. This is the first of a series of tours with the elected representatives from Mequon and Thiensville, and she is looking forward to meeting the other representatives.

IX. Staff Reports

- A. Library Operations Report
The statistical summary was included in the Board Packet. This report represents the final report for 2021. Ms. Muchin Young highlighted items from the report.
- 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, including the meeting and tour with Mr. Nerbun, the upcoming informational meetings about the establishment of a new Library friends organization, meeting with Mequon city officials regarding improvements to the signage in the parking lot to improve access to the quick pickup window and the potential of sharing services with the city. Ms. Muchin Young discussed the Department of Public Instruction's Inclusive Services Report and the potential for changes in library services. Finally, Ms. Muchin Young announced that Meagan McConnell has resigned as an Access Services Associate, but is willing to stay to pick up shifts for the immediate future, for which we are thankful.
- C. Staff Reports:
 - i. Access Services Manager

The written report was included in the Board Packet. Ms. Muchin Young highlighted items from the report.

- ii. Business Manager
The written report was included in the Board Packet. Ms. Muchin Young highlighted items from the report.
- iii. Patron Services Manager
The written report was included in the Board Packet. Ms. Muchin Young highlighted items from the report.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

The Board discussed potential updates to the Library's employee COVID-19 policies and practices. Discussion ensued. Mr. Clark departed the meeting at 7:00 p.m.

Following discussion, Ms. Bogli moved to approve the policy after removing the last sentence of the first paragraph and replacing that with "must wear a well-fitting mask while entering the building and keep it on until they leave." Rachel Burner seconded the motion.

Following further discussion, Ms. Bogli moved to amend the motion to remove the included synopsis and to continue to follow the recommendations from the Centers for Disease Control. Ms. Gonzalez-Cerra seconded the motion. The motion to amend was carried.

The Board approved the amended motion.

Mr. Lookatch departed the meeting at 7:30 p.m.

B. Action Requested: Approval of Administrative Job Descriptions

- i. Library Director
Jennifer Abraham moved to approve the revised job description. Jeffrey Hansher seconded. Motion carried.
- ii. Patron Services Manager
Jennifer Abraham moved to approve the revised job description. Jeffrey Hansher seconded. Motion carried.
- iii. Access Services Manager
Jennifer Abraham moved to approve the revised job description. Jeffrey Hansher seconded. Motion carried.
- iv. Business Manager

The unnecessary word “validate” should be removed and there were corrections to the numbering.

Jennifer Abraham moved to approve the revised job description. Jeffrey Hansher seconded. Motion carried.

XI. New Business

- A. Action Requested: Transfer of ARPA Funds from Fund Balance to Operating Budget
The proposed budget amendment was included in the Board Packet. This amendment allows the Library to utilize the awarded ARPA funds in the current budget year.

Rachel Burner moved to approve the Amendment to the 2022 Budget. Jeffrey Hansher seconded. Motion carried.

- B. Action Requested: Approval of 5 Year Service Agreement with Milwaukee Alarm Company
In order to improve communication for the alarm panel, the fire alarm system will be upgraded with wireless communicators that will allow signals to be sent to emergency officials even if there is a loss of power or utilities. To get the best price for the service, a five-year contract agreement is necessary.

Catherine Perry moved to approve the Service Agreement. Mimi Rosing seconded. Motion carried.

XII. Trustee Training & System/State Library Update

A section of the Trustee Training manual was included in the Board Packet. Ms. Muchin Young highlighted items from the section.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, February 16, 2022 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 Maria Gonzalez-Cerra. Motion carried and meeting was adjourned at 7:44 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager