



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees February 16, 2022 Meeting  
Approved as of March 16, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on February 16, 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 February 11, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Jeridon Clark, Jeffrey Hansher.

Trustees Absent: Catherine Perry, Tedd Lookatch.

Staff Present: Rachel Muchin Young, Library Director

**III. Announcements**

Rachel Muchin Yung announced that Amanda Kloppman and her husband welcomed Wyatt James Kloppman at 8:05am on Wednesday, February 9, 2022. All are doing well.

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

No Public Comment

**V. Approval of Minutes**

**A. Action Item: Minutes of the January 19, 2021 Meeting**

Rachel Burner moved to approve the minutes of the December 15, 2021 Board of Trustees Meeting with the following amendment to the Roll Call: Trustees attending virtually: Catherine Perry, Vice President, Jennifer Bogli, Treasurer; Maria Gonzalez-Cerra, Rachel Burner. Jennifer Bogli seconded. Motion carried.

**VI. Financial Reports**

**A. Revenue and Expense Reports for January 2022**

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

**B. Action Item: Accounts Payable Statement for January 2022**

Jeffrey Hansher moved to approve the Accounts Payable Statement for January 2022 in the amount of \$97,700.42. Rachel Burner 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 Maria Gonzalez-Cerra has resigned from the Board effective immediately and a replacement is being sought.

Also reported by Ms. Hitchcock, 2 informational Friends of Weyenberg Library meetings were held. There was great energy and excitement among those that attended.

## **IX. Staff Reports**

### **A. Library Operations Report**

The statistical summary was included in the Board Packet. 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 informational meetings with those interested in the Friends of Weyenberg Library. Many items were discussed and an organizing workgroup will meet again 2/24/2022 at 9:30 to begin to establish the organization. The level of enthusiasm was impressive. Ms. Muchin Young also reported on her attendance at Library Legislative Day. As a result of meeting with staff of Rep. Deb Andraca's office, Ms. Andraca and her Chief of Staff will be visiting FLWL on 2/25/22. Finally, Ms. Muchin Young reported she is researching the availability, variety, and cost of an art feature for FLWL, specifically the Children's Department. This art feature will be made possible as a result of a large bequest to FLWL.

### **C. Staff Reports:**

#### **i. Business Manager**

Ms. Muchin Young reported for Craig Jacobson and shared with the Board the choices being made to redecorate the Tolzman Community Room.

#### **ii. Patron Services Manager**

The written report was included in the Board Packet. Ms. Muchin Young highlighted items from the report and also shared that between the Patron Services Department and the Access Services Department they are down 3 employees. They are working to fill those positions.

## **X. Other Business**

### **A. Discussion and Possible Action: COVID-19 Protocols**

There was nothing to discuss.

**XI. New Business**

- A. Action Requested: Approval of 2021 Public Library Annual Report to the State of Wisconsin. The board discussed the report including the new category added due to COVID.

Jennifer Bogli moved to accept the 2021 Public Library Report to the State of Wisconsin. Rachel Burner seconded. Motion carried.

- B. Action Requested: Approval of 3-Year Service Agreement for Unitrends Backup Essentials.

Jennifer Abraham moved to approve the 3-Year Service Agreement. Jeridon Clark seconded. Motion carried.

- C. Action Requested: Approval of Job Descriptions

The following job descriptions were reviewed:

- Patron Services Librarian
- Patron Services Associate
- Access Services Technician
- Access Services Lead
- Access Services Associate
- Access Services Page

Rachel Burner made a motion to accept all the updated descriptions, with one change to the Accesses Services Technician Description; under the Education and Experience category to included: Bachelor's or Associate's Degree Preferred. Jeffrey Hansher seconded. Motion carried.

- D. Discussion and Action Requested: Children's Department Art Feature  
More information will be coming.

**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 section TE06: Evaluating the Director, and TE07: The Library Board and Library Personnel.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, March 16, 2022 at 6:00 p.m.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Rachel Bruner and seconded by Jennifer Bogli. Motion carried and meeting was adjourned at 7:09 p.m.

Respectfully submitted,  
Mimi Rosing, Secretary