



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees June 15, 2022 Meeting Approved as of July 20, 2022

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on June 15, 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 June 10, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Jennifer Abraham (via Zoom), Rachel Burner, Alex Lemke, Tedd Lookatch and Cathrine Wagner.

Trustees Absent: Jeridon Clark and Graham Baxter.

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

III. Announcements

Thanks were provided to the Weyenberg Public Library Foundation, Inc, for the updates to the Tolzman Community Room.

Kevin Deering will be the new representative to the Board of Trustees representing the Mequon-Thiensville School District, beginning on July 1.

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

Ryan Lucas spoke on his wish for a public memorial.

V. Approval of Minutes

A. Action Item: Minutes of the May 18, 2022 Meeting

Rachel Burner moved to approve the minutes of the May 18, 2022 Board of Trustees Meeting.

Alex Lemke seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for May 2022

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

B. Action Item: Accounts Payable Statement for May 2022

Cathrine Wagner moved to approve the Accounts Payable Statement for May 2022 in the amount of \$94,289.97. Rachel Burner seconded. Motion carried.

VII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

No meeting was held.

C. Personnel

No meeting was held.

VIII. President's Report

Ms. Hitchcock reported that meetings with elected officials from Mequon, Thiensville and the Ozaukee County Board concerning the Library's ongoing concerns were continuing. Additional meetings are coming up in the future.

The need to nominate a new Treasurer was raised. Alex Lemke moved to make Graham Baxter Treasurer. Jeffrey Hansher seconded. Motion carried.

Ms. Hitchcock appointed Mr. Baxter to be the chair of the Finance Committee.

In addition, Catherine Perry reported on her meeting with her aldermanic representative, with more meetings coming up in the future.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report. The Board discussed how to handle extrapolated figures in the future. Ms. Muchin Young also discussed the beginning of the Summer Reading Program.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on the Library's plumbing situation, which has now been resolved in the Library's favor. Ms. Muchin Young thanked the Weyenberg Public Library Foundation for their continued support on their ongoing projects. Ms. Muchin Young reported that she is working on a draft revision of the employee handbook, which will be referred to the Personnel Committee for review. Ms. Muchin Young further reported on the repaving of the Library parking lot and the City of Mequon-initiated classification and compensation study.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet.

ii. Business Manager

The written report was included in the Board Packet.

iii. Patron Services Manager

The written report was included in the Board Packet.

X. Other Business

A. Discussion: Classification and Compensation Study

Ms. Muchin Young provided an update on the Library's involvement in the Classification and Compensation study at the City of Mequon. As the City elected to go with a different vendor than initially selected, the Library will no longer be billed an additional fee for participating. There is currently no timeline for when the study will begin.

XI. New Business

A. Action Requested: Administration Copier Contract

Mr. Lookatch moved to table the item to allow time to solicit additional proposals. Mr. Lemke seconded. Motion carried.

XII. Trustee Training & System/State Library Update

A. Trustee Essentials 8: Developing the Library Budget

Ms. Muchin Young led a review of this chapter of the Trustee Training Manual.

B. Trustee Essentials 9: Managing the Library's Money

Ms. Muchin Young led a review of this chapter of the Trustee Training Manual.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, July 20, 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 Rachel Burner. Motion carried and meeting was adjourned at 7:00 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager