



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees July 20, 2022 Meeting
Approved as of August 17, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on July 20, 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 July 15, 2022 was verified.

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

Trustees Absent: Rachel Burner, Graham Baxter and Kevin Deering.

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)

None were present.

V. Approval of Minutes

A. Action Item: Minutes of the June 15, 2022 Meeting

Catherine Perry moved to approve the minutes of the June 15, 2022 Board of Trustees Meeting.

Alex Lemke seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for June 2022

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

B. Action Item: Accounts Payable Statement for June 2022

Ted Lookatch moved to approve the Accounts Payable Statement for June 2022 in the amount of \$86,477.49. Cathrine Wagner seconded. Motion carried.

VII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Jeffrey Hansher reported that a meeting took place on July 13, 2022. Among the items discussed were the Department of Public Instruction's accessibility guidelines, and how the Library is aiming to attain as many of the established guidelines as possible. Further discussion will continue at a future meeting.

C. Personnel

Jennifer Abraham reported that a meeting was held on July 20, 2022. The Committee discussed proposed changes to the Employee Handbook, which will be addressed alter on this meeting's agenda.

VIII. President's Report

Ms. Hitchcock updated the Board on the meetings with elected officials from Mequon, Thiensville and the Ozaukee County Board concerning the Library's ongoing concerns.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report. An update was provided on eCollection statistics, as well as door counts and programming figures.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported that she had discussed the potential utilization of Ozaukee County's ARPA funds with Rob Holyoke, elected representative to the Ozaukee County Board. Ms. Muchin Young also updated the Board on staff changes, upcoming programs and the imminent parking lot repaving project. Ms. Muchin Young reminded the Board about the upcoming Trustee Training week and invited them to participate.

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. The initial timeline has been established and training sessions will be taking place that all Library staff are required to attend. It is hopeful that the final report will be available in November.

B. Action Requested: Administration Copier Contract

Following the solicitation of additional bids, the proposal for a 63 month lease from Office Copying Equipment was deemed to be the best option for the Library.

Catherine Perry moved to approve the proposed 63-month lease agreement with Office Copying Equipment. Cathrine Wagner seconded. The motion carried.

XI. New Business

A. Discussion and Possible Action: 2022 Employee Handbook Update

The proposed changes to the Employee Handbook was included in the Board Packet. Ms. Muchin Young distributed a handout of further changes recommended by the Personnel Committee at the meeting. Discussion commended regarding the health and safety protocols added to the handbook. To reduce concerns regarding the delegation of authority on health and safety matters, the relevant line on page 36 of the handbook was amended to read, *“(t)he Library will follow the recommendations and guidelines of the appropriate authorities to reduce health risk ...”*

Jennifer Abraham moved to approve the updated Employee Handbook, as amended. Alex Lemke seconded. Motion carried.

B. Discussion and Possible Action: Memorandum of Understanding between Friends of Weyenberg Library and the Frank L. Weyenberg Library Board of Trustees

A draft Memorandum of Understanding was distributed at the Board Meeting. Action was requested from the Friends of Weyenberg Library before action could be taken by the Board.

XII. Trustee Training & System/State Library Update

A. Library Classification Systems

The historical and inclusive aspects of library classification systems, including the Dewey Decimal System used by the Library, were discussed.

B. ADA Accommodations

Ms. Muchin Young distributed a handout with a section titled *“Are the library board and staff aware of ADA compliance in a public library setting and what constitutes reasonable accommodation?”* in the Board Packet. Discussion on the Library’s current compliance with these guidelines commenced.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, August 17, 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 Alex Lemke. Motion carried and meeting was adjourned at 7:38 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager