



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees August 17, 2022 Meeting  
Approved as of September 21, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on August 17, 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 August 12, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Rachel Burner, Kevin Deering, Tedd Lookatch and Cathrine Wagner.

Trustee Absent: Alex Lemke

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

**III. Announcements**

Mr. Kevin Deering was welcomed to the Board as the new representative from the Mequon-Thiensville School District.

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

Ms. Nancy Urbani spoke in favor of the project introduced by Mr. Ryan Lucas at a prior meeting.

**V. Approval of Minutes**

A. Action Item: Minutes of the July 20, 2022 Meeting

Ms. Rachel Burner moved to approve the minutes of the July 20, 2022 Board of Trustees Meeting. Mr. Tedd Lookatch seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for July 2022

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

B. Action Item: Accounts Payable Statement for July 2022

Mr. Jeffrey Hansher moved to approve the Accounts Payable Statement for July 2022 in the amount of \$118,631.55. Ms. Burner seconded. Motion carried.

**VII. Committee Reports**

A. Finance

No meeting was held.

B. Advocacy

Mr. Hansher reported that a meeting took place on August 10, 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. The next committee meeting is scheduled for September 14, 2022.

C. Personnel

Ms. Jennifer Abraham reported that no meeting was held.

**VIII. President's Report**

Ms. JanaLee Hitchcock reported that she met with Ms. Colleen Landish-Hanson, Administrator of the Village of Thiensville, regarding the library's concerns. Ms. Hitchcock also discussed the possibility of utilizing ARPA funds through Ozaukee County. She also 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. Rachel Muchin Young updated the Board on year-to-year trends. The Summer Reading Program has received very positive feedback.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided an update on the Friends of Weyenberg Library and their future goals. Ms. Muchin Young also reminded the Board that Trustee Training week is next week. An update on the parking lot was provided. The annual budget process is underway.

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 study is ongoing and all reports from employees are due on August 19. Select staff interviews will take place following that.

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

Ms. Sue Steinbrenner, President of FOWL spoke on behalf of the organization.

Mr. Hansher moved to approve the agreement between Friends of Weyenberg Library and the Frank L. Weyenberg Library Board of Trustees. Ms. Cathrine Wagner seconded. The motion carried.

- C. Discussion and Possible Action: Maya Angelou Project at the Library  
The project introduced by Mr. Lucas at a previous meeting was discussed. It would consist of a metal plaque on a post and would not require any money from the Library. The question of ownership of the grounds surrounding the Library was raised. The Board also requested to see designs before proceeding.

Ms. Abraham moved to table the item to a future meeting. Mr. Hansher seconded. Motion carried.

**XI. New Business**

- A. Discussion and Possible Action: Treasurer, Finance Chair, and Finance Committee  
Mr. Graham Baxter accepted the nomination as Treasurer and Chair of the Finance Committee. Mr. Deering was appointed to the Finance Committee.

**XII. Trustee Training & System/State Library Update**

- A. TE10  
The training was delayed to a future meeting.
- B. TE11  
The training was delayed to a future meeting.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, September 21 at 6:00 p.m.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Mr. Lookatch and seconded by Mr. Hansher. Motion carried and meeting was adjourned at 6:48 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager