



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees September 21, 2022 Meeting
Approved as of October 19, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 21, 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 September 16, 2022 was verified.

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

Trustee Absent: None.

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

III. Announcements

Ms. Hitchcock announced that the Board will now use small board parliamentary procedures in their meetings.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the August 17, 2022 Meeting

The minutes of the August 17 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for August 2022

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

B. Action Item: Accounts Payable Statement for August 2022

Mr. Jeffrey Hansher moved to approve the Accounts Payable Statement for August 2022 in the amount of \$94,782.14. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the Trustee Training Week seminars and encouraged other Board members to watch the recorded sessions if they have not done so already. Ms. Hitchcock provided an update on the Library's funding requests to the City of Mequon and Village of Thiensville.

B. Finance

Mr. Baxter reported that no meeting was held. Mr. Baxter reported that he had a meeting with Mr. Jacobson and received valuable knowledge of the Library's financial operations.

C. Advocacy

Mr. Hansher reported that a meeting took place on September 14, 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 October 13, 2022.

D. Personnel

Ms. Abraham reported that no meeting was held.

VIII. 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 Library is increasing recovering from slowdowns induced by the COVID-19 pandemic.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on the Trustee Training week seminars. Ms. Muchin Young further provided details on her presentation to the Village of Thiensville regarding the Library's financial concerns.

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.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study

Ms. Muchin Young provided an update on the Library's involvement in the Classification and Compensation study with the City of Mequon. The virtual interviews with select library staff are complete. A draft report is expected in October and a final report should be received in November.

B. Discussion and Possible Action: Maya Angelou Plaque

The project introduced my Mr. Ryan Lucas at a previous meeting was discussed. A mockup of the proposed sign was presented to the Board. It was emphasized that there would be no cost to the Library and the Library would have final approval of the design.

Mr. Hansher moved to move ahead with the project. Motion carried.

X. New Business

A. Discussion and Possible Action: Circulation Services Policy

A draft revised Circulation Services policy was included in the Board Packet. Ms. Muchin Young reported that the goal of the changes was to reduce barriers to services. The fee for replacement library cards was removed. There were language and context updates throughout the document.

Ms. Burner moved to approve the updated Circulation Services Policy. Motion carried.

B. Discussion and Possible Action: Mequon-Thiensville Community Foundation Grant

The proposed grant request was included in the Board Packet. The proposal updates the periodical section to make it more accessible. The estimated cost of the project is between \$10,000 and \$12,000.

Mr. Lookatch moved to approve the Mequon-Thiensville Community Foundation Grant. Motion carried.

XI. Trustee Training & System/State Library Update

A. TE10

The section "Developing Essential Library Policies" was presented and reviewed by the Board.

B. TE11

The section "Planning for the Library's Future" was presented and reviewed by the Board. The Library's strategic planning process was discussed.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, October 19 at 6:00 p.m.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Burner. Motion carried and meeting was adjourned at 7:16 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager