Frank L. Weyenberg Library of Mequon-Thiensville
Minutes of the Board of Trustees Meeting
Approved as of September 20, 2023

The Board of Trustees of the Frank L. Weyenberg Library Board of Trustees was called to order at 6pm, Wednesday, August 16, 2023, by Chair Catherine Perry, in the Tolzman Community Room.

I. Pledge of Allegiance
Catherine Perry led the Pledge of Allegiance.

ii. Call to Order, Verification of Posting, Roll Call
Perry called the meeting to order at 6:02pm.
Posting notice as of Friday, August 11, 2023, was verified.
Trustees present: Perry, Graham Baxter, Ali Buchanan, Jeffrey Hansher, Alex Lemke, Tedd Lookatch
Excused: Jennifer Abraham
Staff present: Rachel Muchin Young, Library Director

III. Announcements:
None.

IV. Public Comment:
None.

V. Approval of Minutes:
Action Item: Minutes of the July 19, 2023, meeting were included in the packet. Hearing no objections, Buchanan moved to approve the minutes as presented.

VI. Financial Reports
A. Revenue and Expense Reports for July 2023
The reports were included in the Board Packet. They were found to be in order.
B. Action Item: Accounts Payable Statement for July 2023
Hansher moved to approve the Accounts Payable Statement for July 2023 in the amount of $100,097.28. Baxter seconded the motion. Motion carried.

VII. Board Reports
A. President's Report: Trustee Training Week is next week.
B. Finance: No report.
C. Advocacy: Committee met and reviewed policies. They will be discussed later in the meeting.
D. Personnel: No report.

VIII. Staff Reports

A. Library Operations: As presented

B. Director's Report: Muchin Young reported that she will be meeting with the Village and the City regarding the 2024 budget. She further reported on the success of the Art Unveiling.

C: Staff Reports: Access Services Manager, Business Manager, and Patron Services Managers. Reports are included in the packet.

IX. Unfinished Business

None.

X. New Business

A. Discussion and Possible Action: Policy Pack #1 (General Operations)
   - i. Mission Statement
   - ii. Code of Conduct
   - iii. Children in the Library
   - iv. Gifts and Grants
   - v. Records Retention

B. Discussion and Possible Action: Policy Pack #2 (Circulation Services)
   - i. Circulation Services
   - ii. Confidentiality of Identifiable Information about Library Users
   - iii. Custodial Parent/Guardian Certification for Access to Children's Records
   - iv. Computer Laptop Checkout Procedures
   - v. Adventure Pass Policy
   - vi. Volunteer Policy
   - vii. Volunteer Application

C. Discussion and Possible Action: Policy Pack #3 (Reference Services)
   - i. Reference Services Policy
   - ii. Materials Selection Policy
   - iii. Challenged Materials Policy
   - iv. Request for Reconsideration of Library Materials
   - v. Library Initiated Programs
   - vi. Computer and Internet Use
   - vii. Internet Login Release
   - viii. Displays
   - ix. Meeting Rooms
   - x. Proctoring
   - xi. Virtual Reality

Buchanan moved to approve Policy Packet #1. Lookatch seconded the motion. Motion carried.
Lookatch moved to approve Policy Packet #2. Buchanan seconded the motion. Motion carried.
Buchanan moved to approve Policy Packet #3 (exclusive of the Challenged Materials Policy). Hansher seconded the motion. Motion carried.

XI. Trustee Training

A. TE24: Library Friends and Library Foundation: Muchin Young reviewed the Chapter, stressing that Friends/Foundation support should never replace the community's commitment to public funding.

XII. Upcoming Meetings:

A. Board of Trustees: Wednesday, September 20, 2023, 6pm

XIII. **Adjourn**

There being no further business to come before the Board, Buchanan moved and Baxter seconded the motion to adjourn. Motion carried. Meeting adjourned at 7:31pm

Respectfully submitted,

R. Muchin Young

Rachel Muchin Young, Library Director