



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees August 21, 2024 Meeting  
Approved as of September 18, 2024**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on August 21, 2024 at 6:00 pm in the Library's Tolzman Community Room.

**I. Pledge of Allegiance**

Catherine Perry led the Pledge of Allegiance.

**II. Call to Order, Verification of Posting, Roll Call**

Ms. Perry called the meeting to order at 6:00 pm.

Posting of notice as of August 16, 2024 was verified.

Trustees present: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Liz Agnello, Ali Buchanan, Ellen Nagy and Cathrine Wagner.

Trustees Absent: None.

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 at this time.

**V. Approval of Minutes**

**A. Action Item: Minutes of the July 17, 2024 Meeting**

The minutes of the July 17, 2024 meeting were included in the packet. Noting no objections or corrections, the minutes were considered approved as presented.

**VI. Financial Reports**

**A. Revenue and Expense Reports for July 2024**

The reports were included in the Board Packet. The missing journal entries were explained to the Board.

**B. Action Item: Accounts Payable Statement for July 2024**

Mr. Baxter moved to approve the Accounts Payable Statement for July 2024, while noting the missing journal entries regarding the library payroll which will be accounted for in July, in the amount of \$73,045.66. Motion carried.

**VII. President's Report**

Ms. Perry reported that Trustee Training Week is taking place this week. Recordings of the sessions will be sent to all the Board members.

**VIII. Committee Reports**

A. Finance

Mr. Baxter reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that she was overall very pleased with the direction of the statistics.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She reported that she will be meeting with the City of Mequon Administrator next week. The library is soliciting quotes for various services. She discussed the need for increased publicity and the potential need for a publicity focused staff member. She reported that the Friends of Weyenberg Library have been at the Thiensville Farmer's Market on a weekly basis and have been highlighting library activities. She reported on Trustee Training Week. Finally, Ms. Muchin Young reported she will assist the Monarch Library System with the creation of their strategic plan.

C. Managers' Reports

The written reports were included in the Board Packet.

**X. Unfinished Business**

A. Strategic Plan Planning Update – A. Buchanan

A summary of responses collected during the strategic planning process was included in the Board Packet. Among the first impressions are that more communication from the library would be highly desired. The public would also like to see more of the items we're already offering, including more popular item displays. Directional signage within the building would be popular. Finally, there were several requests from the public for items that would require an increased financial commitment, such as longer hours and larger collections.

B. Update and Discussion: Solar Panels – T. Lookatch

Mr. Lookatch reported that a meeting with Arch Solar took place, where they presented a potential map of the library building indicating where the solar panels could go. More

information is to come as the process moves along.

**XI. New Business**

A. Discussion and Possible Action: Boiler Proposals

Ms. Muchin Young reported that four proposals to replace the boilers had been received, and two fit within the recommended price range. She recommended awarding the contract to Dillet Mechanical.

Mr. Lookatch moved to approve awarding the contract to replace the library's boilers to Dillet Mechanical. Motion carried.

B. Discussion: Additional ARPA Projects

Ms. Muchin Young reported that the library has some additional ARPA funds to utilize. The Board discussed seeking items that would help reduce the library's operational costs.

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

A. TE9: Managing the Library's Money

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

B. TE10: Developing Essential Library Policies

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, September 18, 2024.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Mr. Baxter. Motion carried and meeting was adjourned at 7:22 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager