



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees September 18, 2024 Meeting Approved**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 18, 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 September 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)**

Ms. Muchin Young shared her interaction with a library patron who does not want screens in the Children's Department.

### **V. Approval of Minutes**

#### **A. Action Item: Minutes of the August 21, 2024 Meeting**

The minutes of the August 21, 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 August 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 table the Accounts Payable Statement for August 2024, with a request for notation requiring transparency regarding the July 2024 and August 2024

payroll information. It is noted that the lack of transparency is stalling the ability of the Board to approve their budget process. Motion to table carried.

**VII. President's Report**

Ms. Perry and nothing to report.

**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 answered a question about passive programs.

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 on the solicitation of quotes for various library services. She also reported on her continuing education activities.

C. Managers' Reports

The written reports were included in the Board Packet.

**X. Unfinished Business**

A. Strategic Plan Planning Update – A. Buchanan

Ms. Buchanan reported that she has met with Ms. Muchin Young to work on the Strategic Plan and will meet with her again to discuss how the plan will be presented. She also reported that she's creating a map of the library for patrons to utilize.

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

Mr. Lookatch reported that a bid from Arch Solar had been received and the return on investment of their proposal would be approximately seven years. Further bids are being sought.

C. Discussion: Status of Boiler Projects and Additional ARPA Projects

Ms. Muchin Young reported that an approved contract for the new boilers has been sent to Dillett, and that they have obtained all the necessary measurements and permits to begin the project. Installation is currently scheduled to begin on October 2.

The library has approximately \$18,000 in ARPA funds remaining, which must be appropriated by the end of the year. It was suggested to have them utilized in a project that will have a sustained return on investment, such as a contribution to the solar

project.

**XI. New Business**

**A. Action Requested: Weyenberg Public Library Foundation Wish List**

The wish list was included in the Board Packet. Following discussion, the Board decided they would be comfortable taking the money that was allocated towards the periodicals and Innovation Space renovation and instead directing that to the solar power project.

Ms. Perry moved to approve the Wish List with the Innovation Space and periodicals removed, and adding the Solar Energy Project in an amount of \$80,000. Motion carried.

**B. Discussion and Possible Action: New Library Logo**

The preferred logo of the Executive Committee was presented. Following discussion, the decision on a new library logo was tabled to a future meeting.

**C. Discussion: 2023 Audit**

The 2023 Audit was included in the Board Packet. Ms. Muchin Young reported Ms. Wendi Unger, of Baker Tilly, will present the audit findings at the next Board of Trustees meeting.

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

**A. Review of Trustee Training Week Webinars**

Ms. Muchin Young included her continuing education activities in the Board Packet and presented her observations to the Board.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, October 16, 2024 at 5:30 pm.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 7:31 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager