



11345 North Cedarburg Road, Mequon, Wisconsin 53092

## **Minutes of the Board of Trustees October 16, 2024 Meeting Approved**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on October 16, 2024 at 5:30 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 5:30 pm.

Posting of notice as of October 11, 2024 was verified. An amended agenda was posted on October 14, 2024.

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**

Ms. Perry commented on the Weyenberg Public Library Foundation meeting, with more information to come later in the meeting.

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

Steve Fivenson, Owner of On Point Energy was present to answer any questions the Board may have about the solar energy project. Ms. Muchin Young followed up on her interaction with a library patron who does not want screens in the Children's Department from the previous month.

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

#### **A. Action Item: Minutes of the September 18, 2024 Meeting**

The minutes of the September 18, 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 September 2024**

The reports were included in the Board Packet. Mr. Baxter noted his preference for a rolling month report for the fiscal year.

- B. Action Item: Accounts Payable Statement for September 2024  
Mr. Baxter moved to approve the September 2024 Accounts Payable Statement in the amount of \$73,045.66. Motion carried.

**VII. President's Report**

Ms. Perry had nothing to report.

**VIII. Committee Reports**

A. Finance

Mr. Baxter reported that a joint Finance and Personnel meeting was held on October 1, 2024. The committees discussed the 2025 library budget and issues related to it.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that a joint Finance and Personnel meeting was held on October 1, 2024.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young commented on budgetary matters, about recent library programs and about the recently concluded library staff day.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported that she met with Colleen Landisch-Hansen, Village Administrator at the Village of Thiensville, where they discussed the BS&A accounting software and current staffing levels at the Village. Ms. Muchin Young also commented on janitorial service and our options with that.

C. Managers' Reports

The written reports were included in the Board Packet.

**X. Unfinished Business**

A. Update, Discussion, Action Requested: Strategic Plan – A. Buchanan

Ms. Muchin Young presented the draft strategic plan to the Board. The plan had been updated after presenting it to staff at the recent Staff Day.

Ms. Buchanan moved to approve the Strategic Plan. Motion carried.

B. Update, Discussion, Action Requested: Solar Panels – T. Lookatch

Mr. Lookatch reported that progress on soliciting bids had been made with two solid proposals now in hand. Steve Fivenson of On Point Energy was present to help answer questions from the Board on the project. The plan now is to have the Board of Trustees approve the project so that the Weyenberg Public Library Foundation can approve the remaining amount at their next meeting. The Library is seeking \$90,000 from the Foundation for their portion of the project, with the Library's portion coming from

remaining ARPA funds and reserve funds, though much of those costs would be offset by anticipated grants.

Mr. Hansher moved to approve the Solar Panels project, contingent on approval from the Weyenberg Public Library Foundation. Motion carried.

- C. Action Requested: Modified Weyenberg Public Library Foundation Wish List  
The modified wish list to the Weyenberg Public Library Foundation was included in the Board Packet.

Ms. Wagner moved to approve the modified Foundation Wish List. Motion carried.

**XI. New Business**

**XII. Closed Session**

Ms. Perry moved to enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

A roll call vote was taken. Motion to enter into closed session was approved 10-0.

**XIII. Reconvene into Open Session**

A roll call vote was taken. Motion to reconvene in open session was approved 10-0. Motion was made and seconded to take the action recommended in the closed session.

**XIV. Trustee Training & System/State Library Update – Postponed**

**XV. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, November 20, 2024, at 6:00 pm.

**XVI. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Buchanan. Motion carried and meeting was adjourned at 7:30p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager