



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees October 19, 2022 Meeting Approved as of November 15, 2022

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on October 19, 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 October 14, 2022 was verified.

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

Trustee Absent: Graham Baxter and Cathrine Wagner.

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 September 21, 2022 Meeting

The minutes of the September 21, 2022 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for September 2022

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

B. Action Item: Accounts Payable Statement for September 2022

Mr. Jeffrey Hansher moved to approve the Accounts Payable Statement for September 2022 in the amount of \$99,559.15. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the positive developments from the City of Mequon Appropriations Committee meeting, with the Library anticipating to receive a \$45,000 increase in its 2023 contributions from the City.

B. Finance

No meeting was held.

C. Advocacy

Mr. Hansher reported that a meeting took place on October 12, 2022. This was the final scheduled meeting to discuss inclusive services at the Library. Several of the recommendations will be implemented at the Library.

D. Personnel

Ms. Abraham reported that no meeting was held. The review process for the Library Director will begin shortly.

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 recovery trend from the COVID-19 pandemic remains encouraging, with new library cards issued especially positive.

B. Director's Report

The written Library Director's report was included in the Board Packet. The report includes the donation requests from the Weyenberg Public Library Foundation. Some of the requests are conditional on possible ARPA funding. Ms. Muchin Young reported that the Foundation has already approved their regular annual requests in an amount of approximately \$17,000.

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 Update

Ms. Muchin Young reported that the Library has received the basic outline of the study results. She will be meeting with representatives from the City to see how our positions correlate to theirs. The Board began preliminary discussion of salary range targets.

X. New Business

A. Action Requested: Moving November Board of Trustees Meeting to avoid conflict with Village of Thiensville Volunteer Appreciation Event

Ms. Perry moved to change the date of the next Board of Trustees meeting to Tuesday, November 15 at 6:00 pm. Motion carried.

B. Action Requested: Foundation Wish List

The proposed Foundation Wish List was included in the Board Packet.

Mr. Lookatch moved to approve the Foundation Wish List. Motion carried.

XI. Trustee Training & System/State Library Update

A. TE12

The section "Library Standards" was presented and reviewed by the Board.

B. TE13

The section "Library Advocacy" was presented and reviewed by the Board. Trustees were encouraged to "keep up the good work!" They were also invited to attend Library Legislative Day, scheduled for February 8, 2023 at the Wisconsin State Capital.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Tuesday, November 15 at 6:00 p.m.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Hansher. Motion carried and meeting was adjourned at 7:02 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager