



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees October 20, 2021 Meeting
Approved as of November 17, 2021

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on October 20, 2021 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 15, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Maria Gonzalez-Cerra, Jefferey Hansher and Tedd Lookatch.

Trustees Absent: Jeridon Clark.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Craig Jacobson, Business Manager and Amanda Kloppmann, Access Services Manager.

III. Announcements

Ms. Hitchcock announced that Lauren Croix has resigned from the Board. Jeridon Clark has been appointed as her successor.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the September 23, 2021 Meeting

Jeffrey Hansher moved to approve the minutes of the September 23, 2021 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for September 2021

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

- B. Action Item: Accounts Payable Statement for September 2021
Rachel Burner moved to approve the Accounts Payable Statement for September 2021 in the amount of \$86,980.84. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

- A. Finance
Ms. Bogli reported that a meeting had been held on October 12, 2021. Items discussed at that meeting will come up for discussion later in this meeting.
- B. Advocacy
Mr. Hansher reported that no meeting was held.
- C. Personnel
Ms. Rosing reported that no meeting was held.

VIII. President's Report

Ms. Hitchcock had nothing additional to report.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for September was included in the Board Packet.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on her activities for the month. Ms. Muchin Young updated the Board regarding patron comments on the organization that has been utilizing the entrance to the parking lot prior to November's election.
- C. Staff Reports:
 - i. Access Services Manager
The written report was included in the Board Packet. Amanda Kloppmann reported on her activities for the month.
 - ii. Business Manager
The written report was included in the Board Packet. Craig Jacobson reported on his activities for the month.
 - iii. Patron Services Manager
The written report was included in the Board Packet. Ashley Pike reported on her activities for the month.

X. Other Business

- A. Discussion and Possible Action: COVID-19 Protocols

The Board discussed the possibility of requiring vaccinations from COVID-19 for employees of the Library.

Jennifer Abraham departed the meeting at 6:30 pm.

Following discussion, Jennifer Bogli moved to make no changes to the current Library policy regarding vaccinations. Mimi Rosing seconded the motion. A request for a roll call vote was acknowledged. Ms. Hitchcock, Ms. Perry, Ms. Rosing, Ms. Bogli, Ms. Burner and Mr. Hansher voted Aye. Ms. Gonzalez-Cerra voted Nay. Mr. Lookatch abstained. The motion carried with 6 Ayes and 1 Nay.

- B. Action Requested: Grant Application: Mequon Community Foundation
The Grant Application for the Mequon Community Foundation was included in the Board Packet. Maria Gonzalez-Cerra moved to approve the grant application. Tedd Lookatch seconded. Motion carried.

XI. New Business

- A. Discussion and Possible Action: 2022 Wages

In discussion with the relevant committees, Ms. Muchin Young has developed a framework for wages for the 2022 fiscal year. The goal of the wage structure is to make the Library's wages more competitive with other employers with the goal of encouraging retention of existing staff.

Jeffrey Hansher moved to approve the 2022 Wages structure. Catherine Perry seconded. Motion carried.

- B. Discussion and Possible Action: 2022 FLWL Budget

The draft 2022 Library Budget was included in the Board Packet. Following discussion, the Board suggested changes to better align the proposed budget with the realities of the Library's financial position.

Catherine Parry moved to approve the amended 2022 Library Budget. Jeffrey Hansher seconded. Motion carried.

- C. Discussion: Digitization of Library Files

The Board discussed how to digitize and make accessible the Library's working files so that the information is more readily available to those who request it.

- D. Discussion: Fiscal Agency

The Board discussed the needs of the Library in regards to its fiscal agent, and how those needs could best be met. The existing fiscal agent agreement and background information regarding its creation were included in the Board Packet.

E. Information and Possible Discussion: Joint Library Agreement

For information purposes, the existing Joint Library Agreement between the City of Mequon and Village of Thiensville was included in the Board Packet.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young reported that the new Director of the Monarch Library System, Riti Grover, has started at her position. Ms. Muchin Young added that the System Office is investigating the availability and possible utilization of funds from the American Rescue Plan Act.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, November 17, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jennifer Bogli and seconded by Maria Gonzalez-Cerra. Motion carried and meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager