



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees November 15, 2022 Meeting
Approved as of December 21, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on November 15, 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 November 13, 2022 was verified.

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

Trustee Absent: Cathrine Wagner.

Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

III. Announcements

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the October 19, 2022 Meeting

The minutes of the October 19, 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 October 2022

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

B. Action Item: Accounts Payable Statement for October 2022

Mr. Baxter moved to approve the Accounts Payable Statement for October 2022 in the amount of \$84,859.56. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the most recent Mequon City Council meeting and addressed the unfounded concerns that Alderman Mark Gierl had brought up. Ms. Hitchcock encouraged

all members of the Board to attend the December 13 Council meeting to show their support for the Library and the Library Director. Mr. Hansher requested to state for the record that Mr. Gierl never responded to multiple requests from Library staff and Board members to address any questions or concerns prior to the Council meeting.

B. Finance

Mr. Baxter reported that no meeting was held. Financial matters will be discussed at a Meeting of the Whole prior to the Board meeting on December 21.

C. Advocacy

Mr. Hansher reported that no meeting was held.

D. Personnel

Ms. Abraham reported that no meeting was held. The next meeting of the Committee is scheduled for December 7 at 6:15 pm.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young discussed ongoing circulation and programming trends. She encouraged the Board to think of good suggestions for the name of the Digitization Lab.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young provided updates on the budget process, the Classification and Compensation study, the Mequon-Thiensville Community Foundation grant request and the Cultural Conversations series.

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.

Ms. Perry departed the meeting at 6:45 pm.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study Update

Nothing additional to report at this time.

X. New Business

A. Discussion and Possible Action: 2023 Library Holiday Calendar

The proposed Holiday Calendar was included in the Board Packet. Mr. Hansher moved to approve the Holiday Calendar. Motion carried.

- B. Discussion and Possible Action: 2023 Board of Trustees Meeting Schedule
The proposed Board of Trustees Meeting Schedule was included in the Board Packet. Ms. Abraham moved to approve the Board of Trustees Meeting Schedule. Motion carried.
- C. Discussion and Possible Action: Cleaning Contract
A new cleaning service will be trialed over the next month. If all goes well, a full annual contract will be presented to the Board at the December meeting.
- D. Discussion and Possible Action: 2022 Operating Budget Amendment
The proposed 2022 Operating Budget Amendment was included in the Board Packet. Mr. Lookatch moved to approve the 2022 Operating Budget Amendment. Motion carried.

XI. Trustee Training & System/State Library Update

- A. Lessons Learned at the WLA Annual Conference
Ms. Muchin Young reported on her attendance and experiences at the WLA Annual Conference.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, December 21, 2022 and will be preceded by a meeting of the Committee of a Whole.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Burner. Motion carried and meeting was adjourned at 7:07 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager