



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees November 20, 2024 Meeting

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on November 20, 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 6:01 pm.

Posting of notice as of November 17, 2024 was verified.

Trustees present: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Liz Agnello, Ellen Nagy

Trustees attending virtually: Amy Abbott, Ali Buchanan, and Cathrine Wagner.

Trustees Absent: Jennifer Abraham

Staff Present: Rachel Muchin Young, Library Director and Ashley Pike, Patron Services Manager.

III. Announcements

Ms. Muchin Young gave announcements concerning staffing changes.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the October 16, 2024 Meeting

The minutes of the October 16, 2024 meeting were included in the packet. It was noticed that under Adjournment section, there was some information missing. An amendment will be made noting that the motion to adjourn was made by Mr. Baxter and the meeting was adjourned at 7:30pm. A motion to accept the minutes as amended was made by Ms. Agnello. The motion was seconded by Mr. Baxter. The motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for October 2024

The reports were included in the Board Packet. Mr. Baxter asked a question about taxes and county reimbursements for October 2024. A document was shared by Mr. Baxter concerning the financial report.

B. Action Item: Accounts Payable Statement for October 2024

Mr. Baxter moved to approve the October 2024 Accounts Payable Statement in the amount of \$123,116.12. Motion was seconded by Ms. Nagy. Motion carried.

VII. President's Report

Ms. Perry extended thanks to the Board members for volunteering their time.

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. Perry 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 commented on the increase in foot traffic and in statistics across all categories.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young spoke on the Board, staff and system support over the last few days. Ms. Muchin Young reported on the Mequon-Thiensville Community Foundation event on November 14, 2024. Ms. Muchin Young gave an accounting of her time at the 2024 Wisconsin Library Association Annual Conference, specifically mentioning that she met with new book vendors as an alternative to the library's current book vendor. Ms. Muchin Young informed the Board of additional staff changes for the Access Services department due to health reasons.

Ms. Perry asked a question concerning staff and the new changes happening. Ms. Muchin Young relayed staff responses and mentioned that she will be working on creating job descriptions for the newly proposed positions.

Dr. Abbott asked a follow-up question concerning the exterior pillars mentioned in the Director's Report.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Update: Solar Panels – T. Lookatch

Mr. Lookatch reported that the Weyenberg Library Foundation has approved their contribution of \$90,000 to the solar panel project.

Mr. Lookatch reported on moving forward with the project without an on-site project manager beyond library staff. Mr. Lookatch reported that the Arch Solar marketing team will be working on a plan for a display in the library's lobby. Dr. Abbott mentioned having a drone to capture footage and a story-arch about the project might be interesting for both the library and Arch Solar to promote on their social media accounts.

Mr. Baxter asked about the timeline of the project. Mr. Lookatch stated that it is expected to be done in the first quarter of 2025. The library may lose power 1 morning during the project, but the work will be done in conjunction with WE Energies. Ms. Muchin Young reported that the solar panel project contract is currently being reviewed by the City Attorney before it is signed.

XI. New Business

- A. 2025 Holiday Closings schedule was included in the Board Packet. Mr. Hansher made a motion to approve the 2025 Holiday Closing. Motion was seconded by Ms. Nagy. Motion carried.
- B. 2025 Board of Trustees Meeting schedule was included in the Board Packet. Ms. Agnello made a motion to approve the 2025 Board of Trustees Meeting schedule. Motion was seconded by Mr. Baxter. Motion carried.
- C. The proposed Organizational Chart was included in the Board Packet. Mr. Baxter made a motion to approve the proposed Organizational Chart. Motion was seconded by Ms. Nagy. Motion carried.
- D. The proposed 2025 Budget was presented by Mr. Baxter. Ms. Muchin Young explained further about the county reimbursements. The date on the proposed 2025 Budget needs to be updated from 2024 to 2025. Mr. Baxter made a motion to accept the proposed 2025 Budget with the amended date. The motion was seconded by Mr. Hansher. The motion was approved by all.
- E. The Strategic Plan Launch Party is set for January 16, 2025 from 4:00-6:00 PM. Ms. Muchin Young asked for approval to serve wine and refreshments at the event. Mr. Lookatch made a motion to approve the event. The motion was seconded by Mr. Baxter. Motion carried.

XII. Trustee Training & System/State Library Update

- A. Ms. Muchin Young reported on the 2025 Wisconsin Library Association Annual Conference, specifically mentioning a program on BadgerTalks and another program on AI.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, December 18, 2024 at 6:00 pm.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Lookatch. Motion was seconded by Ms. Nagy. Motion carried and meeting was adjourned at 7:27 p.m.

Respectfully submitted,
Ashley Pike, Patron Services Manager