FRANK L. WEYENBERG LIBRARY
OF MEQUON-THIENSVILLE

11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees December 15, 2021 Meeting
Approved as of January 19, 2022

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on December 15, 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 December 10, 2021 was verified.
Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Jeridon Clark (arrived 6:44 p.m), Maria Gonzalez-Cerra, Jefferey Hansher and Tedd Lookatch.
Trustee Absent: Mimi Rosing.
Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

None at this time.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the November 17, 2021 Meeting
Maria Gonzalez-Cerra moved to approve the minutes of the November 17, 2021 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for November 2021
The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for November 2021
Rachel Burner moved to approve the Accounts Payable Statement for November 2021 in the amount of $91,196.64. Jennifer Abraham seconded. Motion carried.

VII. Committee Reports

A. Finance
Ms. Bogli reported that a meeting was held on November 29, 2021. The committee discussed the end of the 2021 fiscal year, reviewed the 2022 budget and discussed cash handling procedures.

B. Advocacy
Mr. Hansher reported that no meeting was held.

C. Personnel
No meeting was held.

VIII. President's Report

Ms. Hitchcock reported on an open records request that was received and processed by the Library. Ms. Hitchcock spoke on potential projects for the Children's Department.

IX. Staff Reports

A. Library Operations Report
The statistical summary 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, including discussions on the City of Mequon's discussions regarding the sign ordinance, potential shared services with the City of Mequon, the Library's positioning on the Monarch Library System's materials pull list and its impact on operations and American Rescue Plan Act funds awarded to the Monarch Library System.

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.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols
   No action was taken at this time.

B. Discussion: Fiscal Agency
   To be discussed with officials from the City of Mequon at a later time.

XI. New Business

A. Action Requested: Amendment for the 2021 Budget
   The proposed budget amendment was included in the Board Packet. Unutilized funds in Salaries and Benefits is being moved to Technology and Office Supplies so it may be expended on needed items before the end of the fiscal year.

   Tedd Lookatch moved to approve the Amendment to the 2021 Budget. Jennifer Bogli seconded. Motion carried.

XII. Trustee Training & System/State Library Update

A section of the Trustee Training manual was included in the Board Packet. Ms. Muchin Young highlighted items from the section.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, January 19, 2022 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jennifer Abraham and seconded by Maria Gonzalez-Cerra. Motion carried and meeting was adjourned at 6:49 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager