



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees December 18, 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 6:00 pm.

Posting of notice as of December 16, 2024, was verified.

Trustees present: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary; Liz Agnello

Trustees attending virtually: Amy Abbott, Ali Buchanan, and Jennifer Abraham.

Trustees Absent: Cathrine Wagner, Graham Baxter, Ellen Nagy

Staff Present: Rachel Muchin Young, Library Director and Ashley Pike, Patron Services 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 20, 2024, Meeting

The minutes of the November 20, 2024, meeting were included in the packet. A motion to accept the minutes was made by Mr. Hansher. The motion was seconded by Ms. Agnello. The motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for November 2024

The reports were included in the Board Packet. It was noted that no revenue was reported because of the switching of staff. Amount given in oral report by Director Muchin Young.

B. Action Item: Accounts Payable Statement for October 2024

Mr. Lookatch moved to approve the November 2024 Accounts Payable Statement in the amount of \$79,454.54. Motion was seconded by Mr. Hansher. Motion carried.

VII. President's Report

None at this time.

VIII. Committee Reports

A. Finance

It was reported that no meeting was held.

B. Advocacy

It was reported that no meeting was held.

C. Personnel

It was reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

Ms. Muchin Young reported on the monthly activity.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young added additional comments concerning the new Access Services Associate's start date of Monday, December 16, 2024, and that a second Access Services Associate has been hired to fill the position of a former long-term employee's vacancy. There have been interviews for the Page position and it will possibly be offered to a candidate soon.

Ms. Muchin Young reported on the CivicPlus calendar update with the integration of Vega Program.

Ms. Muchin Young explained the Pitney-Bowes expenditure and collection agency fees. Ms. Muchin Young reported that late deposits of Foundation checks were discovered in the past month but have now been handled. As an update on the Foundation Fund Drive, Ms. Muchin Young reported that over \$15,000 has been raised so far.

Ms. Muchin Young reported that the burglar alarm needs to be replaced and will be done by the end of the year. There would also be miscellaneous repairs done by the end of the year, such as shelving installation, replacement of tiles, and a problematic area of the hot water system.

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 an email was received from the City of Mequon Attorney with a question about other bids.

XI. New Business

A. 2025 Budget Approval. There was a discussion about some new line items, such as Message Bee and Milwaukee Alarm Company. There is also a budgeted allowance for the unemployment line. Mr. Lookatch made a motion to approve the 2025 budget. The motion was seconded by Ms. Agnello. Motion carried.

- B. New job descriptions for the Assistant Library Director, Bookkeeper, and Page Level 2 were included in the board packet. There was some discussion about the job descriptions. Mr. Hansher made a motion to approve the new job descriptions. The motion was seconded by Ms. Agnello. Motion carried.
- C. The Baker Tilly 5-year audit contract was included in the Board Packet. Mr. Lookatch made a motion to approve the Baker Tilly contract. The motion was seconded by Ms. Agnello. Motion carried.
- D. The 2024 budget amendments were not finalized in time for the meeting and was tabled for January's meeting.

XII. Closed Session

Ms. Perry announced that the Board of Trustees intended to enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session.

Mr. Hansher made a motion to move into closed session. Motion was seconded by Ms. Agnello. Motion carried on a 7-0 voice vote.

XIII. Reconvene in Open Session

Ms. Abraham made a motion to reconvene into open session. Motion was seconded by Mr. Lookatch. Motion carried.

Ms. Abraham made a motion to approve the wage increases. Motion seconded by Ms. Buchanan. Motion carried.

XIV. Trustee Training & System/State Library Update

A. Library Legislative Day will be on February 11, 2025. Mr. Lookatch, Ms. Perry, Ms. Agnello and Ms. Buchanan expressed interest in attending Library Legislative Day in 2025. Any other Board of Trustees members interested in attending should let Ms. Muchin Young know by the end of December to meet the registration deadline.

XV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, January 17, 2024, at 6:00 pm.

XVI. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Hansher. Motion was seconded by Ms. Agnello. Motion carried and meeting was adjourned at 7:44 p.m.

Respectfully submitted,
Ashley Pike, Patron Services Manager