



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees December 20, 2023 Meeting
Approved as of January 17, 2024**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on December 20, 2023 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 15, 2023 was verified.

Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Ali Buchanan, Ellen Nagy and Cathrine Wagner.

Trustees Absent: Alex Lemke.

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

III. Announcements

Ms. Muchin Young announced that Library Legislative Day is coming up and that anyone from the Board interested in attending should contact her so they can get registered.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the November 15, 2023 Meeting

The minutes of the November 15, 2023 meeting were included in the packet. Noting no objections or corrections, the minutes were considered approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for November 2023

The reports were included in the Board Packet. These reports represent the new format, utilizing the BS&A software utilized by the Village of Thiensville. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for November 2023

Mr. Hansher moved to approve the Accounts Payable Statement for November 2023 in the amount of \$100,312.09. Motion carried.

VII. President's Report

Ms. Perry had nothing to report.

VIII. Committee Reports

A. Finance

Mr. Baxter reported that a meeting was held on November 28, 2023. The committee discussed the 2024 operating budget. A proposed budget is enclosed for action later in this meeting.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that a joint meeting with the Finance Committee was held on November 28, 2023. The committee likewise discussed the 2024 operating budget.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported that statistics are generally positive and the library is busy.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young answered questions from the Board on her activities.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

XI. New Business

A. Action Item: 2023 Budget Amendment

The proposed amendment to the 2023 operating budget was included in the board packet.

Ms. Buchanan moved to approve the 2023 budget amendment as presented. Motion carried.

B. Action Item: Approval of 2024 Budget

The proposed 2024 budget was included in the board packet.

Mr. Lookatch moved to approve the 2024 Budget as presented. Motion carried.

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.

Ms. Wagner moved to enter into closed session. Motion carried on a 9-0 voice vote.

XIII. Reconvene in Open Session

Ms. Buchanan moved to reconvene into open session. Motion carried.

Ms. Buchanan moved to approve the wage adjustment for the Library Director with an effective date of January 1, 2024. Motion carried.

XIV. Trustee Training & System/State Library Update

A. TE27: Trustee Orientation and Continuing Education

Ms. Muchin Young discussed Chapter 27 of the Trustees Essentials manual, Trustee Orientation and Continuing Education.

XV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, January 17, 2024.

XVI. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 6:50 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager