FRANK L. WEYENBERG LIBRARY OF MEQUON-THIENSVILLE

11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees December 21, 2022 Meeting
Approved as of January 18, 2023

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on December 21, 2022 immediately following the conclusion of the Committee of the Whole meeting. 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 6:58 pm.
Posting of notice as of December 16, 2022 was verified.
Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Rachel Burner, Tedd Lookatch and Cathrine Wagner.
Trustees Absent: Kevin Deering and Alex Lemke.
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 November 16, 2022 Meeting
The minutes of the November 16, 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 November 2022
The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for November 2022
Mr. Hansher moved to approve the Accounts Payable Statement for November 2022 in the amount of $87,246.62. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock reported on the most recent Mequon City Council meeting and expressed her pleasure with the outcome and with the work Ms. Muchin Young and Mr. Baxter had done in preparation of it.

B. Finance
Mr. Baxter reported that no meeting was held. Mr. Baxter complimented Ms. Muchin Young on her presentation at the City of Mequon Committee of the Whole meeting.

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

D. Personnel
Ms. Abraham reported that a meeting was held on December 7, 2022. Items from the meeting will be presented further in the agenda.

VIII. Staff Reports

A. Library Operations Report
The statistical summary was included in the Board Packet. Ms. Muchin Young discussed statistical trends as we approach the end of the year.

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 and reported that she had worked with officials from the City of Mequon to ensure the process went smoothly. Ms. Muchin Young also announced that Amanda Kloppmann, Circulation Services Manager, has resigned to accept the Director's job at the USS Liberty Memorial Public Library in Grafton. Ms. Muchin Young also provided an update on Monarch system services.

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. Muchin Young read Ashley Pike's update to the report.

IX. Unfinished Business

A. Discussion: Classification and Compensation Study Update
The final report by the consultant should be ready some time in January. They will be available to make a report to the Board of Trustees in February.

B. Action Required: 2022 Budget Adjustments
The proposed budget adjustment was included in the Board Packet.

Mr. Lookatch moved to approve the 2022 Budget Adjustments. Motion carried.

X. New Business

A. Action Required: Approval of 2023 FLW Library Budget

Ms. Hitchcock reported on the discussion at the Committee of the Whole meeting prior to this meeting. The Committee recommended approval of the draft budget as presented.

Jennifer Abraham moved to approve the 2023 FLW Library Budget. Motion carried.

B. Discussion and Possible Action: AT&T Office@Hand Contract

Mr. Lookatch recused himself from this item on the agenda. The options for a new phone system were presented to and discussed by the Board of Trustees.

Jeffrey Hansher moved to approve a 36-month agreement with AT&T Office@Hand for VoIP phone service. Motion carried.

C. Discussion and Possible Action: RFID Security Gate and Entrance Remodel

Funds made available via the American Rescue Plan Act are proposed to be utilized to install RFID security gates and remodel the front entrance to accommodate them.

Mr. Lookatch moved to approve the RFID Security Gate and Entrance Remodel project at a cost not to exceed $25,000. Motion carried.

XI. Closed Session

Ms. Hitchcock announced the intention for the Board of Trustees 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. Abraham moved to enter into closed session. A request for a roll call vote was acknowledged. Ms. Hitchcock, Ms. Perry, Mr. Hansher, Mr. Baxter, Ms. Abraham, Ms. Burner, Mr. Lookatch and Ms. Wagner voted Aye. The motion carried and the Board entered closed session.

XII. Reconvene in Open Session

Mr. Hansher moved to reconvene into open session to continue the agenda and take action on topics discussed in closed session. Motion carried.

Ms. Abraham moved to approve a 3% compensation adjustment for the Library Director as well as authorize an additional one-week paid vacation (in addition to current allowance) annually, beginning January 1, 2023, and to pay a one-time appreciation bonus of $2,500.00 payable in the first pay cycle of 2023. Motion carried.

XIII.Trustee Training & System/State Library Update

None at this time.

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, January 18, 2023.

XV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Abraham. Motion carried and meeting was adjourned at 7:58 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager