



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees January 18, 2023 Meeting
Approved as of February 15, 2023

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on January 18, 2023 at 6:00 pm 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 6:01 pm.

Posting of notice as of January 13, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham (via Zoom), Rachel Burner, Kevin Deering, Alex Lemke, Tedd Lookatch and Cathrine Wagner.

Trustees Absent: None.

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 December 21, 2022 Meeting

The minutes of the December 21, 2022 meeting were included in the packet. A revised version was emailed to the Board on January 18, 2023. Hearing no objections, the revised minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for December 2022

The reports were included in the Board Packet. These preliminary reports do not include Period 13 2022 activity. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for December 2022

Ms. Burner moved to approve the Accounts Payable Statement for November 2022 in the amount of \$115,724.05. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock is pleased that a draft design of the Children's art project is being presented.

- B. Finance
Mr. Baxter reported that no meeting was held.
- C. Advocacy
Mr. Hansher reported that no meeting was held.
- D. Personnel
Ms. Abraham reported that no meeting was held.

VIII. Staff Reports

- A. Library Operations Report
The statistical summary was included in the Board Packet. This report represents the end of the 2022 year. Ms. Muchin Young reported that most activities were on par with or had exceeded the previous year. Ms. Muchin Young also reported on upcoming changes to digital collections.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young commented further on her activities.
- C. Staff Reports:
 - i. Access Services Manager
There is no report for this month.
 - 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.

IX. Unfinished Business

- A. Classification and Compensation Study Update
Ms. Muchin Young reported that a report to the Board by the consultant will be done at the February meeting.
- B. Discussion: Children's Art Feature
The design for the proposed art feature to be installed at the entrance to the Children's Department was presented. The cost of the project will not exceed \$20,000. The Library will recognize the donor, if the donor's estate would approve of doing so. The expected lead time of the project is between 120 and 160 days from time of signing.

Ms. Perry moved to approve the Children's Art Feature. Motion carried.

X. New Business

- A. Discussion and Action Requested: Annual Contract with Vanguard Cleaning Systems

The annual contract was included in the Board Packet. Vanguard Cleaning Systems has been cleaning the Library for the past two months and staff have generally been pleased with the service.

The Board requested the contract be updated to accurately state that cleaning takes place 6 days a week. The Board requested that Vanguard Cleaning Systems provide proof of insurance coverage to the Library.

Mr. Hansher moved to approve the revised contract, on the condition that adequate proof of insurance is received by the Library. Motion carried.

XI. Trustee Training & System/State Library Update

A. TE14: The Library Board and the Open Meeting Laws

Ms. Muchin Young presented the topic on open meeting laws.

B. TE15: The Library Board and the Public Records Law

Ms. Muchin Young presented the topic on public records law.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, February 15, 2023.

XIII. Adjournment

There being no further business before the Board, a motion to adjourn was made by Mr. Lookatch. Motion carried and meeting was adjourned at 6:57 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager