



11345 North Cedarburg Road, Mequon, Wisconsin 53092

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

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on February 15, 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 February 10, 2022 was verified.

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

Trustees Absent: Jennifer Abraham and Graham Baxter.

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 January 18, 2023 Meeting

The minutes of the January 18, 2023 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Unaudited End of Year Revenue and Expense Reports for 2022

The unaudited reports were included in the Board Packet. The included reports reconciled with the Library's internal reports with no issues found. The Library's anticipated Reserve Fund for 2023 is 13.3% of the Library's approved 2023 operating budget, which is comfortably within the recommended range.

B. Revenue and Expense Reports for January 2023

The reports were included in the Board Packet. Nothing was found to be out of order.

C. Action Item: Accounts Payable Statement for January 2023

Mr. Hansher moved to approve the Accounts Payable Statement for January 2023 in the amount of \$90,869.66. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock announced that she intends to appoint a Nominating Committee at the Board's March meeting. Ms. Hitchcock further announced that she will not be seeking reappointment at the end of her current term.

B. Finance

No meeting was held.

C. Advocacy

Mr. Hansher reported that no meeting was held.

D. Personnel

No meeting was held.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. The report was updated in an attempt to streamline the presentation. Following discussion, the consensus of the Board was a preference for more detailed reports, with more historical data presented when available.

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

Due to the schedule availability of the consultant, it was suggested that the report be given at a special meeting during the workday. A meeting for this will be announced at a future time.

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

The revised proposed contract with Vanguard Cleaning Systems was included in the Board Packet. Discussion ensued.

Mr. Hansher moved to approve the Annual Contract with Vanguard Cleaning Systems.
Motion carried.

X. New Business

- A. Action Requested: Approval of 2022 Public Library Annual Report to the State of Wisconsin
The draft 2022 Public Library Annual Report was included in the Board Packet. A correction was noted and applied in the Interlibrary Loan statistics section. Discussion ensued.

Mr. Hansher moved to approve the corrected 2022 Public Library Annual Report to the State of Wisconsin. Motion carried.

XI. Trustee Training & System/State Library Update

- A. TE16: Ethics and Conflict of Interest Laws Applying to Trustees
Ms. Muchin Young presented the topic on ethics and conflicts of interest.
- B. TE17: Membership in the Library System
Ms. Muchin Young presented the topic on membership in the library system.

XII. Future Meeting Dates

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

XIII. Adjournment

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

Respectfully submitted,
Craig Jacobson, Business Manager