FRANK L. WEYENBERG LIBRARY
OF MEQUON-THIENSVILLE

11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees March 20, 2024 Meeting
Approved as of April 17, 2024

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on March 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 March 15, 2024 was verified.
Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Jennifer Abraham, Ali Buchanan and Cathrine Wagner.
Trustees Absent: Graham Baxter, Amy Abbott and Ellen Nagy.
Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business 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 February 21, 2023 Meeting
The minutes of the February 21, 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 Fiscal 2023
The unaudited reports for End of Year 2023 were included in the Board Packet. The reports were as expected.

B. Revenue and Expense Reports for January 2024
The reports were included in the Board Packet. The reports were found to be as expected.

C. Action Item: Accounts Payable Statement for January 2024
Mr. Lookatch moved to approve the Accounts Payable Statement for January 2024 in the amount of $111,896.20. Motion carried.

D. Revenue and Expense Reports for February 2024
The reports were included in the Board Packet. With the exception of some missing items, such as interest & investment income and the most recent deposit, the reports were found to be as expected.

E. Action Item: Accounts Payable Statement for February 2024
Ms. Buchanan moved to approve the Accounts Payable Statement for February 2024 in the amount of $77,819.15. Motion carried.

VII. President's Report

Ms. Perry had nothing to report.

VIII. Committee Reports

A. Finance
No meeting was held.

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

C. Personnel
Ms. Abraham reported that a meeting was held on March 6, 2024. The Committee discussed job descriptions and the annual review process. Action items concerning job descriptions will follow in this meeting.

IX. Staff Reports

A. Library Operations Report
The statistical summary was included in the Board Packet. Ms. Muchin Young reported that statistical trends, especially in regards to programming, are going very well.

B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported on her additional activities. She provided the Board with details on the emergency event at the Library on March 15, 2024, and the repercussions of that. She also discusses and asked for the Board's input in the lettering for the Innovation Space signage.

C. Managers' Reports
The written reports were included in the Board Packet.

X. Unfinished Business

A. Discussion and Possible Action: Working Meetings (Committee of the Whole)
Following discussion, Ms. Abraham moved to schedule regular Committee of the Whole meetings to allow more extensive discussion for items that require it, on an as-needed basis, on different nights from the regular Board of Trustees meetings to allow for adequate time. Motion carried.

XI. New Business

A. Strategic Plan Planning Update – A. Buchanan
Ms. Buchanan reported that they have started discussing the upcoming strategic plan. The basis will be input from the community at large. The data collection process is anticipated

to begin in May and run through the summer, with a goal of reporting as the October Board of Trustees meeting. Advertising and contacting potential participants will begin soon. The Board discussed potentially incentivizing participation as well as potential locations for group meetings.

B. Action Requested: Approval of Updated Job Descriptions – J. Abraham
The revised Job Descriptions were included in the Board Packet. Ms. Abraham reported that the changes had been reviewed and approved by the Personnel Committee. Changes appear in two general categories: structural and sentence changes, and standardization of job titles to better match those recognized by the Department of Public Instruction.

Mr. Hansher moved to approve all revised job descriptions as presented. Motion carried.

XII. Trustee Training & System/State Library Update

A. Principal Activities of Wisconsin Public Library Trustees – R. Muchin Young
The list of principal activities of Wisconsin public library trustees was included in the Board Packet. Ms. Muchin Young led a discussion on the listed items.

XIII. Future Meeting Dates

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

XIV. 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 7:20 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager