



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees April 19, 2023 Meeting
Approved as of May 17, 2023**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on April 19, 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 April 14, 2023 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Tedd Lookatch and Cathrine Wagner.

Trustees Absent: Alex Lemke and the Mequon-Thiensville School District Representative.

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

III. Announcements

The position representing the Mequon-Thiensville School District is currently open, as the previous representative to the Library Board is no longer an employee of the Mequon-Thiensville School District.

Ellen Nagy has been approved by the Mequon Common Council as an at-large representative. Her three-year term is effective May 1, 2023.

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

None at this time.

V. Approval of Minutes

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

The minutes of the March 15, 2023 meeting were included in the packet. Hearing no objections, the minutes were approved as presented.

VI. Financial Reports

A. Revenue and Expense Reports for March 2023

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

B. Action Item: Accounts Payable Statement for March 2023

Mr. Hansher moved to approve the Accounts Payable Statement for March 2023 in the amount of \$95,959.37. Motion carried.

VII. Board Reports

A. President's Report

Ms. Hitchcock announced that this would be her final meeting as a member of the Board of Trustees. Ms. Hitchcock expressed her enjoyment with having worked with the Board and feels the Library is in a better position than when she began.

B. Finance

No meeting was held.

C. Advocacy

Mr. Hansher reported that no meeting was held.

D. Personnel

Ms. Abraham reported that a meeting was held with a meeting scheduled to take place in May.

VIII. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Quarterly reports were also included. The Board was also provided with copies of the graphic annual report available to the public. Ms. Muchin Yong's assessment is that the Library is bouncing back and moving forward. Ms. Muchin Young also reported on the Fine Arts Series event in March.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young commented further on her activities. A copy of the Junior Women's Club grant request for Wonderbooks was also included in the report.

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.

IX. Unfinished Business

None at this time.

X. New Business

A. Report of the Nominating Committee

Ms. Wagner reported that the Nominating Committee had met, and proposed the following slate of potential officers for 2023-24: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary and Graham Baxter, Treasurer.

The election of officers will take place at the Annual Meeting in May.

XI. Trustee Training & System/State Library Update

A. TE20: The Library Board and Building Accessibility

Ms. Muchin Young presented the topic on building accessibility.

B. TE21: The Library Board and Accessible Services

Ms. Muchin Young presented the topic on accessible services.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, May 17, 2023.

There is a meeting of the Personnel Committee scheduled for May 23, 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 6:55 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager