11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees May 15, 2024 Meeting
Approved as of June 19, 2024

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 15, 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 6:01 pm.
Posting of notice as of May 10, 2024 was verified.
Trustees present: Catherine Perry, President; Ted Lookatch, Vice President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Amy Abbott, Jennifer Abraham, Liz Agnello, Ali Buchanan, Ellen Nagy and Cathrine Wagner.
Trustees Absent: None
Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

III. Announcements

Ms. Muchin Young announced that a patron had made a donation totaling $8,000 to purchase AWE computers. Following that, the Junior Woman's Club of Mequon-Thiensville made an additional $4,000 donation to purchase an additional AWE computer.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the April 17, 2024 Meeting
The minutes of the April 17, 2024 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 April 2024
The reports were included in the Board Packet. Exceptions to anticipated budget lines were noted and accounted for.

B. Action Item: Accounts Payable Statement for April 2024
Ms. Agnello moved to approve the Accounts Payable Statement for April 2024 in the amount of $67,439.50. Motion carried.

VII. Election of Officers

A. Report of the Nominating Committee

Ms. Wagner delivered the report of the Nominating Committee meeting. The Committee recommended Ms. Perry for President, Mr. Lookatch for Vice President, Mr. Hansher for Secretary and Mr. Baxter for Treasurer.

B. Election of Officers for 2024-25

The floor was made open for other nominations. Hearing none, Ms. Nagy moved to approve the recommended slate of officers from the Nominating Committee. The motion carried.

VIII. President's Report

Ms. Perry polled the Board members for which committees they would like to serve on for the upcoming year. Following this, Ms. Perry appointed Mr. Hansher as chair of the Advocacy Committee, with Ms. Abbott, Ms. Buchanan and Ms. Nagy to serve on the committee; Ms. Abraham to serve as chair of the Personnel Committee, with Ms. Agnello and Ms. Wagner to serve on the committee and Mr. Baxter to serve as chair of the Finance Committee with Mr. Lookatch to serve on the committee.

IX. Committee Reports

A. Finance

Mr. Baxter reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Abraham reported that no meeting was held.

X. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young reported on statistical trends. There was a suggestion from the Board to perform post-program surveys of attendees.

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 discussed the addition of the Employee Assistance Program for Library employees, following the utilization of the program temporarily following the events in March. Ms. Muchin Young also reported on the rollout of the new library catalog.

C. Managers' Reports

The written reports were included in the Board Packet.

XI. Unfinished Business

A. Strategic Plan Planning Update – A. Buchanan

Ms. Buchanan updated the Board on the progress of the strategic plan planning process up to this point. Solicitations for the planning groups has taken place and approximately 110 individuals indicated interest in participating. Interest was further generated my Ms. Muchin Young's interview in the News Graphic. The focus groups are being set up, with the first ones to take place later in May. Focus groups will continue through June and July, and all data collected will be compiled.

XII. New Business

A. Discussion and Action requested: Narcan and Epi-Pens
Ms. Muchin Young discussed the possibility of offering Narcan and epi-pens to the public for situations where they would be needed. The Board discussed what training requirements would be necessary for Library staff. The item was tabled for a future meeting.

B. Discussion and Action Requested: Logo Redesign
Ms. Muchin Young discussed the current Library logo and options for redesigning it. She had been in contact with a graphic designer who could do the redesign for a fee.

Ms. Wagner moved to solicit a proposal from the graphic designer for a new library logo. Motion carried.

C. Discission: Solar Panels
Mr. Lookatch reported that the Weyenberg Public Library Foundation had appeared open to the idea of funding a solar panel project at the library. He further discussed the possibility of soliciting a private donation to cover the expense. Updates will come at a future meeting.

XIII. Trustee Training & System/State Library Update

A. Trustee Essentials: Introduction
Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

B. TE1: The Trustee Job Description
Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

C. TE2: Who Runs the Library
Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, June 19, 2024.

XV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion carried and meeting was adjourned at 7:42 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager