



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees July 17, 2024 Meeting  
Approved as of August 21, 2024**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on July 17, 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 July 12, 2024 was verified.

Trustees present: Catherine Perry, President; Jeffrey Hansher, Secretary; Graham Baxter, Treasurer; Jennifer Abraham, Liz Agnello. Ali Buchanan and Cathrine Wagner.

Trustees Absent: Amy Abbott, Tedd Lookatch 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 June 19, 2024 Meeting**

The minutes of the June 19, 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 June 2024**

The reports were included in the Board Packet. The reports were generally found to be in order.

**B. Action Item: Accounts Payable Statement for June 2024**

Mr. Baxter moved to approve the Accounts Payable Statement for June 2024 in the amount of \$105,777.34. Motion carried.

**VII. President's Report**

Ms. Perry reported that the Board should plan to hold an Executive Committee meeting in the near future. Ms. Perry also reported that Trustee Training week is coming up soon and commented on the various ways trustees could attend the sessions. Finally, Ms. Perry thanked all involved in the Strategic Planning process.

**VIII. 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.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary was included in the Board Packet. The packet also included additional quarterly statistics. Ms. Muchin Young reported on the increased attendance trends the library has observed.

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 reported on the upcoming Trustee Training week. She reported on the donations made to fund the Summer Reading Program by the Friends of Weyenberg Library and Bank 59. Finally, she reported the Friends have been at the Thiensville Village Market every Tuesday, helping raise awareness for the library.

C. Managers' Reports

The written reports were included in the Board Packet.

**X. Unfinished Business**

A. Strategic Plan Planning Update – A. Buchanan

Ms. Muchin Young updated the Board on the Strategic Planning process. As of this date, 11 focus groups had been conducted with two additional sessions remaining. The goal is to present a Strategic Plan based on the feedback received by the late 3<sup>rd</sup> quarter or early 4<sup>th</sup> quarter of this year.

**XI. New Business**

None at this time.

**XII. Trustee Training & System/State Library Update**

A. TE7: The Library Board and Library Personnel

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

B. TE8: Developing the Library Budget

Ms. Muchin Young lead the discussion on this section of the Trustees Essentials manual.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, August 21, 2024.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanon. Motion carried and meeting was adjourned at 6:59 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager