



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees February 12, 2014 Meeting
Approved as of March 12, 2014**

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday February 10, 2014 at 6:00 p.m. in the Tolzman Community Room.

I. Pledge of Allegiance

President Jill Miller led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

President Jill Miller called the meeting to order at 6:01 PM.

Posting of notice as of February 10, 2014 was verified.

Trustees present: Jill Miller, President; Brenda Richardson, Vice President; Mimi Rosing, Secretary; Drew Wallach, Treasurer; Jeridon Clark, Stacey Names, Karen Dredge and Rob Holyoke.

Trustee Absent: Harold Nonken and John Hawkins.

Staff Present: Linda Bendix, Library Director and Craig Jacobson, Community Relations Associate.

III. Announcements

A. Next Board Meeting on Wednesday, March 12, 2014 at the Frank L. Weyenberg Library.

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

Mabel Bloomer spoke regarding the Tolzman Community Room policy.

V. Approval of Minutes

Rob Holyoke moved approval of January 8, 2014 Board Meeting minutes. Jeridon Clark seconded. Motion carried.

VI. Financial Reports

A. Unaudited End of Year 2013 Expense and Revenue Reports

Drew Wallach reported that the preliminary, unaudited end of year reports for 2013 were included in the packet. The Library is expected to have a budget surplus for 2013, with those surplus funds to be transferred to the Reserve Fund following the completion of the audit process.

B. Action Item: Accounts Payable Statement for December 2013 (Supplemental)

Drew Wallach moved approval of the December 2013 Accounts Payable Statement (Supplemental) in the amount of \$2345.49. Brenda Richardson seconded. Motion carried.

- C. Expense and Revenue Reports for January 2014
Drew Wallach reported that the first Revenue and Expense reports from the Village of Thiensville were included in the packet. With 8% of the year completed all appears to be in order. Of note were the fact that the revenue from the City of Mequon is no longer being separated into specialty funds.
- D. Action Item: Accounts Payable Statement for January 2014
Drew Wallach moved approval of the January 2014 Accounts Payable Statement in the amount of \$48,698.68. Stacey Names seconded. Motion carried.

VII. Committee Reports

- A. Finance
Drew Wallach reported that a regular meeting of the Finance Committee was held. The Committee noted that the Library's reserve fund had been successfully transferred to the Village of Thiensville's management and that arrangements had been agreed upon for the transfer of the Library's remaining 2013 budget surplus..
- B. Advocacy
Mimi Rosing reported that the Advocacy Committee met and items from their meeting will be discussed further on the agenda.
- C. Personnel
Jill Miller reported that no meeting was held.

VIII. President's Report

Jill Miller had nothing additional to report.

IX. Director's Report

- A. Library Operations
Linda Bendix noted that the statistical summary of Library Operations was included in the Board Packet. The Library is seeing the effect of the cold weather on the library's activities. Ms. Bendix further reported that she is pleased with the fiscal agent process to this point. She further reported on staffing changes in the Patron Services department. In addition, the Library's Fine Arts series resumes this month.

X. New Business

- A. Action Item: Adoption of the Wisconsin Deferred Compensation Plan for Library Employees
Linda Bendix reported that the Library had previously been offering Deferred Compensation to employees but due to the fiscal agency transition the Library now needed a separate account with Employee Trust Funds to manage our accounts. Doing so requires a resolution from the Board of Trustees.

Jill Miller moved to adopt the Wisconsin Deferred Compensation Plan for Library employees. Drew Wallach seconded. Motion carried.
- B. Action Item: Approval of 2014 Weyenberg Public Library Foundation Funding Requests
The preliminary list of Weyenberg Public Library Foundation funding requests was included in the board packet.

Drew Wallach moved to approve the list of 2014 Weyenberg Public Library Foundation Funding Requests. Brenda Richardson seconded. Motion carried.

C. Action Item: Tolzman Community Room Policy

Mimi Rosing reported that at the Board's request the Advocacy Committee had reviewed the Tolzman Community Room policy. The Committee reviewed other comparable meeting room policies. The Committee presented a revised policy to the Board for approval.

Jill Miller moved to revise the final sentence of Paragraph 2 to read "Organizations utilizing library facilities may not charge a fee for attendance, require membership, or unduly encourage purchase of services or products onsite or offsite for attendance." Stacey Names seconded. Motion carried.

Karen Dredge moved to revise the first sentence of Section H to read "The Library reserves right to grant, deny or amend any and all requests." Drew Wallach seconded. Motion carried.

Mimi Rosing moved to approve the Tolzman Community Room policy as revised. Jeridon Clark seconded. Motion carried.

XI. Adjournment

There being no further business before the Board, Stacey Names moved to adjourn. Karen Dredge seconded. The motion carried and the meeting adjourned at 7:28 p.m.

Respectfully submitted,
Linda A. Bendix, Library Director