



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees April 10, 2013 Meeting
Approved as of May 8, 2013**

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday, April 10, 2013 at 7:00 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 7:02 PM.

Posting of notice as of April 8, 2013 was verified.

Trustees Present: Jill Miller, President; Drew Wallach, Treasurer; Brenda Richardson, Mary Gielow, Jeridon Clark, Kim Beck and John Hawkins.

Trustee Absent: Stacey Names, Mimi Rosing and Mary O'Hara Stacy.

Staff Present: Craig Jacobson, Community Relations.

III. Announcements

A. Next Board Meeting on Wednesday, May 8, 2013 at the Frank L. Weyenberg Library.

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

Stan Ruppel of Mequon spoke concerning the library's circulation policy and purchasing policy. The Board agreed to discuss his concerns with Library staff and promised to follow up with him.

V. Approval of Minutes

Kim Beck moved approval of the March 13, 2013 Board Meeting minutes. Drew Wallach seconded. Motion carried.

VI. Financial Reports

A. Expense and Revenue Report for March 2013

Drew Wallach reported that the library's Expense and Revenue Report for March 2013 was included in the board packet. At this point in the year the library's expenses in staffing and health insurance costs are tracking precisely while experiencing unavoidable overages in unemployment insurance. Administration expenses show a large nonlinear cost in building insurance but is otherwise tracking well. Collection development and Facility are under spent at this time. Building projects will be discussed at a later time once more data is available from the fiscal agent.

- B. Action Item: Accounts Payable Statement for March 2013
Drew Wallach moved approval of the March 2013 Accounts Payable Statement in the amount of \$39,578.21. Kim Beck seconded. Motion carried.
- C. Action Item: Acceptance of Donations for March 2013
No donations were made for this period, and no action was taken.

VII. Committee Reports

- A. Finance
Drew Wallach reported that a regular Finance committee meeting was held. The purpose of the meeting was primarily to discuss building project expenditures and establish budget priorities. The Committee recommends making bathroom renovations the top priority.
- B. Advocacy
Mary Gielow reported that no meeting was held.
- C. Personnel
Brenda Richardson reported that a meeting was held. The Committee discussed revisions to the employee handbook and staff compensation.

VIII. President's Report

Jill Miller had nothing additional to report.

IX. Director's Report

- A. Building Projects Update
The Board reviewed the status of the previously approved bathroom renovation project. With the contractor's input, the consensus has been reached to retain the existing tile and ceilings as they are in excellent condition and would provide tremendous cost savings. The contractor cannot guarantee that the project will be completed before summer, and therefore the goal now is to finish renovations before fall.
- B. Library Operations
The statistical summary of library operations was included in the board packet.

X. New Business

- A. Appointment of a Nominating Committee
Jill Miller appointed Mimi Rosing, Drew Wallach and Brenda Richardson to serve on the Nominating Committee for 2013-14.
- B. Action Item: Donation of Art Mural to Mequon-Thiensville School District
Due to renovations, the Library no longer has the space to display the large art mural currently located near the entrance to the Children's Department. Rather than placing it in storage, the Mequon-Thiensville School District would be able to accept it with the intention of displaying it, likely at Range Line School.

Kim Beck moved to approve the donation of the art mural to Mequon-Thiensville School District. Mary Gielow seconded. Motion carried.

C. Action Item: Revisions to the Employee Handbook

Brenda Richardson reported that the Personnel Committee had reviewed the Employee Handbook and recommended minor changes to reflect benefit changes that had previously been approved and implemented, including a language change concerning optional employee life insurance, the implementation of Flex Spending Accounts, the adoption of an Income Continuation Insurance program and the discontinuation of supplemental dental insurance.

Kim Beck moved approval of the revisions to the Employee Handbook. Mary Gielow seconded. Motion carried.

D. Action Item: Closed Session

Jill Miller announced the intention to convene into closed session pursuant to Wisconsin Statute secs. 19.82(1) and 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data relating to public employees over which the Board of Trustees has jurisdiction or exercises responsibility.

Brenda Richardson moved to convene into closed session. Drew Wallach seconded. Motion carried via unanimous roll call vote.

E. Action Item: Open Session

Brenda Richardson moved to reconvene in open session to consider and act upon any matters arising from the deliberation in closed session. The motion was properly seconded and approved.

Brenda Richardson moved to approve a 2% compensation increase for the Library Director, effective April 28. The motion was properly seconded. The request for a roll call vote was acknowledged by Ms. Miller.

Ms. Miller, Mr. Wallach, Ms. Richardson, Mr. Beck and Mr. Clark voted Aye. Mr. Hawkins and Ms. Gielow voted Nay. The motion carries.

XI. Adjournment

There being no further business before the Board, a motion to adjourn was properly made and seconded. The motion carried and the meeting adjourned at 9:10 p.m.

Respectfully submitted,
Craig Jacobson, Community Relations Associate