



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees July 10, 2013 Meeting
Approved as of August 13, 2013**

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday, July 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 July 8, 2013 was verified.

Trustees Present: Jill Miller, President; Brenda Richardson, Vice President; Mimi Rosing, Secretary; Drew Wallach, Treasurer; Jeridon Clark, Harold Nonken, Rob Holyoke and John Hawkins.

Trustee Absent: Karen Dredge and Stacey Names

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

III. Announcements

A. Next Board Meeting on Wednesday, August 14, 2013 at the Frank L. Weyenberg Library.

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

None present.

V. Approval of Minutes

Rob Holyoke moved approval of the June 12, 2013 Board Meeting minutes. Harold Nonken seconded. Motion carried.

VI. Financial Reports

A. Expense and Revenue Report for June 2013

Drew Wallach reported that the library's Expense and Revenue Report for June 2013 was included in the board packet. With 50% of the fiscal year completed Mr. Wallach reported that overall expenditures are running slightly low and that a positive variance is anticipated in some budget lines. At this time, it is too early to plan for those variances and the matter will be discussed further in committee.

- B. Action Item: Accounts Payable Statement for June 2013
Brenda Richardson moved approval of the June 2013 Accounts Payable Statement in the amount of \$24,603.43. Drew Wallach seconded. Motion carried.
- C. Action Item: Acceptance of Donations for June 2013
Drew Wallach moved to accept donations in the amount of \$404.22. Brenda Richardson seconded. Motion carried.

VII. Committee Reports

- A. Finance
Drew Wallach reported that a regular Finance committee meeting was held. The committee reviewed the June library financial reports and discussed fiscal agent matters.
- B. Advocacy
Mimi Rosing reported that no meeting was held.
- C. Personnel
Brenda Richardson reported that a meeting was held. The committee discussed personnel matters that appear later on the night's agenda.

VIII. President's Report

Jill Miller announced that Harold Nonken and Karen Dredge would serve on the Advocacy Committee for the 2013-14 year, while Stacey Names would serve on the Personnel Committee. This completes the Committee Assignments for the year.

IX. Director's Report

- A. Library Operations
Linda Bendix reported that the statistical summary of Library Operations was included in the Board Packet. She further reported an update on ongoing library system matters. She further reported on the veto of legislation that had passed the Wisconsin State Legislature regarding requirements for library systems, with Governor Walker stating that the matter should be appropriately handled by the Department of Public Instruction. In other library matters, a librarian has resigned and interviews of potential candidates are ongoing. The Summer Reading Program is underway and going well. The Library will probably finish slightly ahead in enrollees in Children's program but is running under for Young Adult and Adult. Ms. Bendix highlighted the poster display in the gallery by Homestead High School and stated that it was very much a pleasure working with the district to put the display together. The discussion for potential Communities Read authors is underway.

X. New Business

- A. Discussion of Fiscal Agent Matters
Mr. Wallach reported that the Finance Committee had discussed various fiscal agent matters in committee. The joint agreement between Mequon and Thiensville specifies that the Library must utilize one of the communities as a fiscal agent and the Library has thus far always utilized Mequon as the agent, although the ultimate decision belongs to the Library. Enclosed in the Board Packet is a letter addressed to City of Mequon Administrator Lee Szymborski and Village of Thiensville Administrator Dianne Robertson that addresses several of the concerns that the Library has expressed regarding the potential selection of an agent.

The board discussed the matter and concurred that the next step in the process of selecting a fiscal agent would be to have the Library Director send the prepared letter to the City and Village, and instructed her to proceed.

B. Action Item: Schedule of Remaining 2013 Board Meetings

Jill Miller moved to change the start time of the remaining scheduled 2013 Board of Trustees meetings to 6:00 pm. Brenda Richardson seconded and the motion carried.

C. Action Item: Revision to the Employee Handbook

Brenda Richardson reported that the Personnel Committee had observed and discussed an irregularity with the Employee Handbook regarding vacation accruals for some employees. She reported that the Committee determined that the change was more than likely a potential point of bargaining that was ultimately never pursued and should be reverted to its original state.

Brenda Richardson moved to revise the Employee Handbook so that full time employees receive three weeks of vacation following seven years of consecutive service. Rob Holyoke seconded and the motion carried.

D. 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, Jill Miller seconded. The motion carried via unanimous voice vote.

E. Open Session

Rob Holyoke moved to reconvene in open session if necessary to consider and act upon any matters arising from the deliberation in closed session. John Hawkins seconded and the motion carried.

Brenda Richardson moved to give the employees who received an 'exceptional' rating in their annual review a 1% increase effective July 1, 2013. Rob Holyoke seconded and the motion carried.

XI. Adjournment

There being no further business before the Board, John Hawkins moved to adjourn, Rob Holyoke seconded. The motion carried and the meeting adjourned at 8:32 p.m.

Respectfully submitted,
Craig Jacobson, Community Relations Associate