



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees February 19, 2020 Meeting
Approved as of April 22, 2020**

The Frank L. Weyenberg Library Board of Trustees' annual meeting was held on Wednesday, February 19, 2020 at 6:00 p.m. in the Tolzman Community Room.

I. Pledge of Allegiance

David Strifling led the Pledge of Allegiance.

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

David Strifling called the meeting to order at 6:00 pm.

Posting of notice as of February 14, 2020 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lisa Nowakowski, Lauren Croix, Alex Olson, Heather Baden, Rob Holyoke and Jefferey Hansher.

Trustees Absent: None.

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)

No members of the public were present.

V. Approval of Minutes

A. Action Item: Minutes of the January 15, 2020 Meeting

Rob Holyoke moved to approve the minutes of the January 15, 2020 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Unaudited End of Year Revenue and Expense Reports for 2019

The reports were not available in time for this meeting.

- B. Action Item: Accounts Payable Statement for December 2019 Closing Entries
No action was taken as the statement was not available at the time of this meeting.
- C. Revenue and Expense Reports for January 2020
The reports were not available in time for this meeting.
- D. Action Item: Accounts Payable Statement for January 2020
No action was taken as the statement was not available at the time of this meeting.

VII. Committee Reports

- A. Finance
Jennifer Bogli reported that no meeting was held.
- B. Advocacy
JanaLee Hitchcock reported that no meeting was held.
- C. Personnel
Mimi Rosing reported that no meeting was held.
- D. Bylaws
Elizabeth Nowakowski reported that a meeting had been held and revised bylaws will be drafted and are anticipated to be presented for approval at the next Board meeting.

VIII. President's Report

David Strifling had nothing additional to report.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for January was included in the Board Packet.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young commented on her activities from the past month.
- C. Staff Reports:
 - i. Business Manager
The written report was included in the Board Packet. Craig Jacobson commented further on his activities.
 - ii. Patron Services Manager
The written report was included in the Board Packet.

X. Old Business

None at this time.

XI. New Business

A. Annual Report to the State

An updated copy of the DPI Annual Report was distributed at the Board meeting. DPI and the Monarch Library System have indicated they would like to see the reporting on the Library's reserve funds and non-budgetary Gifts and Grants changed, and the draft report was updated to follow their instructions.

Alex Olson moved to approve the revised Annual Report to the State, as distributed at the meeting. Elizabeth Nowakowski seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Rob Holyoke reported on the Joint County Library Planning Committee meetings.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on March 18, 2020 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, JanaLee Hitchcock moved to adjourn. Elizabeth Nowakowski seconded. The motion carried and the meeting adjourned at 6:44 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager