



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees April 22, 2020 Meeting
Approved as of May 20, 2020**

Pursuant to the current recommendation of the CDC limiting the size of public gatherings and the various federal and state orders implementing that recommendation, and to help protect our community from the Coronavirus (COVID-19) pandemic, this meeting was held virtually through the Zoom platform with each member accessing the meeting remotely. Members of the public had the opportunity to attend the virtual meeting using the same method.

A meeting of the Frank L. Weyenberg Library Board of Trustees was held on Wednesday, April 22, 2020 at 6:00 p.m. on the Zoom online platform.

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 6:02 pm.

Posting of notice as of April 17, 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; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

None at this time.

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

The public was directed to submit any comments in writing in advance of the meeting. No comments were received and no members of the public were present on the virtual meeting.

V. Approval of Minutes

A. Action Item: Minutes of the February 19, 2020 Meeting

Lisa Nowakowski moved to approve the minutes of the February 19, 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 audited financial reports for the end of 2019 were included in the packet. There are some corrections that need to be made that the auditors indicated they would perform in conversation following the issuing of the reports.

B. Action Item: Accounts Payable Statement for December 2019 Closing Entries

Rob Holyoke moved to approve the Accounts Payable Statement for December 2019 Closing Entries in the amount of \$27,576.87. Lisa Nowakowski seconded. Motion carried.

C. Revenue and Expense Reports for January 2020

The reports included in the Board Packet.

D. Action Item: Accounts Payable Statement for January 2020

JanaLee Hitchcock moved to approve the Accounts Payable Statement for January 2020 in the amount of \$111,648.98. Jeffrey Hansher seconded. Motion carried.

E. Revenue and Expense Reports for February 2020

The reports included in the Board Packet.

F. Action Item: Accounts Payable Statement for February 2020

Rob Holyoke moved to approve the Accounts Payable Statement for February 2020 in the amount of \$111,317.03. Heather Baden seconded. Motion carried.

G. Revenue and Expense Reports for March 2020

The reports included in the Board Packet. There is nothing unexpected for this time of the year and with the Library's current level of operations.

H. Action Item: Accounts Payable Statement for March 2020

JanaLee Hitchcock moved to approve the Accounts Payable Statement for March 2020 in the amount of \$93,867.99. Lisa Nowakowski seconded. Motion carried.

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.

VIII. President's Report

- A. Appointment of a Nominating Committee
David Strifling announced that Alex Olson and Heather Baden will serve on the Nominating Committee.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for March was included in the Board Packet. The effect of the COVID-19 pandemic was reflected in the Library's operations.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young further commented on her interactions with other community leader and area library directors regarding the Library's response to the COVID-19 pandemic. Ms. Muchin Young added that she has remained active in the participation of virtual meetings. She further added that the public has been largely appreciative of the Library's communication efforts in response to the ongoing situation.
- C. Staff Reports:
 - i. Access Services Manager
The written report was included in the Board Packet. Amanda Kloppmann commented further on her activities.
 - ii. Business Manager
The written report was included in the Board Packet. Craig Jacobson commented further on his activities.
 - iii. Patron Services Manager
The written report was included in the Board Packet. Ashley Pike commented further on her activities.

X. Old Business

None at this time.

XI. New Business

- A. Action Item: Revision to the Library Board of Trustees Bylaws
Lisa Nowakowski presented the proposed revision to the Board of Trustee bylaws. Revisions were recommended after the Bylaws Committee met and reviewed current BOT bylaws.

Following discussion by the Board, Jeffrey Hansher moved to approve the Revision to the Library Board of Trustees Bylaws. Rob Holyoke seconded. Motion carried.

B. Discussion and Possible Action: School District Referendum

Rachel Muchin Young presented information on the issue that arose regarding a display put up in regards to a referendum concerning the Mequon-Thiensville School District, feedback she had received from patrons and local public officials concerning it and the actions she took in response. Without taking formal action, the Board presented some guidelines for how they would like to see similar situations handled, if they occurred in the future.

C. Discussion and Possible Action: COVID-19 Protocol

Rachel Muchin Young commented on the Library's response to the COVID-19 pandemic, what protocols have been enacted and what steps will take place in the near future. She was pleased to announce that the Library would be able to introduce curbside pickup in the near future.

i. Action Item: Use of Patron Email Addresses

Following discussion from the Board, Jeffrey Hansher moved to approve the use of library user email addresses for communications regarding the COVID-19 pandemic. JanaLee Hitchcock seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Rachel Muchin Young announced that Monarch Library System Director Jennifer Chamberlain has resigned, effective June 2.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on May 20, 2020 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, Jeffrey Hansher moved to adjourn. Elizabeth Nowakowski seconded. The motion carried and the meeting adjourned at 7:44 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager