



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees May 19, 2021 Meeting
Approved as of June 16, 2021**

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.

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 19, 2021 at 6:00 p.m. on the Zoom online platform.

I. Pledge of Allegiance

JanaLee Hitchcock led the Pledge of Allegiance.

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

JanaLee Hitchcock called the meeting to order at 6:01 pm.

Posting of notice as of May 14, 2021 was verified.

Trustees present: JanaLee Hitchcock, Vice President and Presiding Officer; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lauren Croix, Maria Gonzalez-Cerra, Catherine Perry, Rachel Burner, Jefferey Hansher and Rob Holyoke.

Trustees Absent: Lisa Nowakowski.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

Mr. Holyoke announced that this was likely to be his final meeting as the Thiensville elected representative to the Board of Trustees.

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

The public was directed to submit any comments in writing in advance of the meeting.

Mr. Jacobson read the comments of Ms. Judith Zangara to the Board. Ms. Zangara commented on the Library's mask policy.

V. Approval of Minutes

A. Action Item: Minutes of the April 21, 2021 Meeting

Rob Holyoke moved to approve the minutes of the April 21, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for April 2021

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.

B. Action Item: Accounts Payable Statement for April 2021

Jeffrey Hansher moved to approve the Accounts Payable Statement for April 2021 in the amount of \$94,695.94. Rob Holyoke seconded. Motion carried.

VII. Election of Officers

A. Report of the Nominating Committee

JanaLee Hitchcock reported that the Nominating Committee had met on May 19, 2021. The Committee recommended the slate of officers as followed:

President – JanaLee Hitchcock

Vice-President – Catherine Perry

Secretary – Mimi Rosing

Treasurer – Jennifer Bogli

B. Action Item: Election of Officers for 2021-22

Rob Holyoke moved to elect the slate of officers recommended by the Nominating Committee. Rachel Burner seconded. Motion carried.

VIII. 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.

IX. President's Report

JanaLee Hitchcock reported that she is honored to be elected as President of the Board of Trustees and is happy to be serving.

X. Staff Reports

A. Library Operations Report

The statistical summary for April 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 reported further on her activities for the month, including collection purchasing options, potential circulation policy changes and recent gifts and donations that have been received by the Library. Ms. Muchin Young also reported that the Library will begin hosting a vaccination clinic beginning on Friday, May 21. Ms. Muchin Young also reported on the Weyenberg Public Library Foundation meeting.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet. Amanda Kloppmann reported on her activities for the month.

ii. Business Manager

The written report was included in the Board Packet. Craig Jacobson reported further on his activities for the month.

iii. Patron Services Manager

The written report was included in the Board Packet. Ashley Pike reported on her activities for the month.

XI. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

i. Mask Requirement

Ms. Muchin Young provided background regarding the end of the emergency order in the City of Mequon, as well as the Center for Disease Control's updated recommendations regarding who should wear a mask and where. The Board discussed the implications these items could have on the Library's Pandemic Code of Conduct.

Jeffrey Hansher moved to follow the Center for Disease Control's guideline with regards to wearing masks in the Library. Maria Gonzalez-Cerra seconded. Motion carried.

B. Discussion and Possible Action: Return to In-Person Board Meetings

The Board discussed the timeline and logistics of returning to in-person meetings. The June Board of Trustees meeting will be held online, with a target of holding a hybrid meeting in July.

XII. New Business

A. Discussion: Recent Bequests and Other Gifts

Rachel Muchin Young reported that several large dollar donations had been received in recent weeks. Ms. Muchin Young solicited the Board of Trustees for potential ideas on how these funds could be utilized. Discussion ensued.

XIII. Trustee Training & System/State Library Update

Rachel Muchin Young announced that she is serving on the search committee for the new Monarch Library System director.

XIV. Future Meeting Dates

The next Board of Trustees meeting will be on June 16, 2021 at 6:00 p.m.

XV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jeffrey Hansher and seconded by Rachel Burner. Motion carried and meeting was adjourned at 7:15 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager