



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees May 20, 2020 Meeting  
Approved as of June 17, 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, May 20, 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 6:00 pm.

Posting of notice as of May 15, 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. Election of Officers**

A. Report of the Nominating Committee

Alex Olson reported that the Nominating Committee met on May 20, 2020. The Committee recommended the following slate of officers for 2020-21:

David Strifling, President

JanaLee Hitchcock, Vice President

Mimi Rosing, Secretary

Jennifer Bogli, Treasurer

B. Action Item: Election of Officers for 2020-21

David Strifling opened the floor for any other nominations of officers. Hearing none, Alex Olson moved to approve the proposed slate of officers for 2020-21. Heather Baden seconded. Motion carried.

**VI. Approval of Minutes**

A. Action Item: Minutes of the April 22, 2020 Meeting

JanaLee Hitchcock moved to approve the minutes of the April 22, 2020 Board of Trustees Meeting. Jennifer Bogli seconded. Motion carried.

**VII. Financial Reports**

A. Revenue and Expense Reports for April 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.

B. Action Item: Accounts Payable Statement for April 2020

Lisa Nowakowski moved to approve the Accounts Payable Statement for April 2020 in the amount of \$93,876.32. Lauren Croix 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**

David Strifling had nothing additional to report.

**X. Staff Reports**

**A. Library Operations Report**

The statistical summary for April was included in the Board Packet. Activities reflected on the new trends in response to current events.

**B. Director's Report**

The written Library Director's report was included in the Board Packet. Ms. Muchin Young further commented on the meetings she has been attending. She reported on the success of the curbside pickup operations. She further discussed reopening scenarios.

**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. Mr. Jacobson proved an additional report regarding the damage as a result of the May 17, 2020 heavy rainfall event.

**iii. Patron Services Manager**

The written report was included in the Board Packet. Ashley Pike commented further on her activities. Ms. Pike added additional details on the curbside pickup operations.

Jeffrey Hansher departed the meeting at 6:50 p.m.

**XI. Old Business**

None at this time.

**XII. New Business**

**A. Discussion and Possible Action: COVID-19 Protocols**

Rachel Muchin Young reported on possible actions for how to continue operations under the pandemic conditions.

Mimi Rosing departed the meeting at 7:30 p.m.

Following discussion the Board agreed to target June 15 as a possible date to resume in-building activities, depending on conditions allowing so.

Following discussion by the Board, JanaLee Hitchcock moved to re-allow in person access to the Library as of June 15. Lisa Nowakowski seconded. Motion carried.

B. Action Item: Closing the Library for Fun Before the Fourth, Saturday, June 27, 2020  
Rob Holyoke moved to close the Library to the public on June 27, 2020, contingent on the Fun Before the 4<sup>th</sup> activities moving forward as planned. David Strifling seconded. Motion carried.

**XIII. Trustee Training & System/State Library Update**

Nothing to add at this time.

**XIV. Future Meeting Dates**

The next Board of Trustees meeting will be on June 17, 2020 at 6:00 p.m. The Board discussed the continuation of virtual meetings.

**XV. Adjournment**

There being no further business before the Board, Rob Holyoke moved to adjourn. JanaLee Hitchcock seconded. The motion carried and the meeting adjourned at 7:51 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager