



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees June 17, 2020 Meeting
Approved as of July 15, 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, June 17, 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 6:01 pm.

Posting of notice as of June 12, 2020 was verified.

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

Trustee Absent: Mimi Rosing.

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 May 20, 2020 Meeting
Jeffrey Hansher moved to approve the minutes of the May 17, 2020 Board of Trustees Meeting. Jennifer Bogli seconded. Motion carried.

VI. Financial Reports

- A. Revenue and Expense Reports for May 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 May 2020
JanaLee Hitchcock moved to approve the Accounts Payable Statement for May 2020 in the amount of \$114,182.07. Alex Olson 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
No meeting was held.

VIII. President's Report

- A. Committee Appointments
David Strifling announced that there would be no changes to the committee appointments at this time. The Finance Committee will consist of Jennifer Bogli as Chair, with Lauren Croix and Alex Olson serving as members. The Personnel Committee will consist of Mimi Rosing as Chair, with Lisa Nowakowski and Heather Baden serving as members. The Advocacy Committee will consist of JanaLee Hitchcock as Chair, with Rob Holyoke and Jeffrey Hansher serving as members. Board President David Strifling serves as an ex-officio member of each committee.

IX. Staff Reports

- A. Library Operations Report
The statistical summary for May was included in the Board Packet. Library staff commented on how the Library's reopening has proceeded, which occurred after the finalizing of the statistical reports and thus is not reflected in it.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Ms. Muchin Young further on the Library's reopening, as well as the beginning of the Summer Reading Program.

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. **Other Business**

A. Discussion and Possible Action: COVID-19 Protocols

- i. Action Item: Mask Requirement for Patrons
The draft policy was included in the Board Packet. The policy incorporates recommendations and requirements from the Centers for Disease Control, local health departments and state organizations.

Following discussion, the minimum age for the mask requirement was amended to ages five and up.

Rob Holyoke moved to approve the Code of Conduct: Pandemic Addendum as amended. Alex Olson seconded. Motion carried.

- ii. Action Item: COVID-19 Employee Policies
The draft Employee Pandemic Policy was included in the Board Packet. After discussion, the policy was amended to include further guidelines on when employees should return to work if symptomatic or if they test positive for COVID-19.

Lisa Nowakowski moved to approve the amended Employee Pandemic Policy. Jeffrey Hansher seconded. Motion carried.

XI. **New Business**

A. Discussion and Possible Action: Building Projects/Contracts

Craig Jacobson updated the Board on several outstanding repair projects that will need to be addressed. There was no recommendation at this time, and the items warrant further discussion.

XII. Trustee Training & System/State Library Update

Jennifer Chamberlain departed as the Monarch Library System Director on June 2. A search committee is currently working to hire a replacement.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on July 15, 2020 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, Alex Olson moved to adjourn. Rob Holyoke seconded. The motion carried and the meeting adjourned at 7:11 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager