



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees June 19, 2019 Meeting
Approved as of July 17, 2019**

The Frank L. Weyenberg Library Board of Trustees' annual meeting was held on Wednesday, June 19, 2019 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 June 13, 2019 was verified.

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

Trustee Absent: None.

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

III. Announcements

None.

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

None.

V. Approval of Minutes

A. Action Item: Minutes of the May 15, 2019 Annual Meeting

Nancy Szatkowski moved to approve the minutes of the May 15, 2019 Board of Trustees Annual Meeting. Alex Olson seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for May 2019

All reports were reviewed and generally found in order. Variances in the Collection and Fringe Benefits line are to be reviewed.

- B. Action Item: Accounts Payable Statement for May 2019
JanaLee Hitchcock moved to approve the May 2019 accounts payables in the amount of \$100,936.09. Lisa Nowakowski seconded. Motion carried.

VII. Committee Reports

- A. Finance
Jennifer Bogli reported that a was held on June 19, 2019. The Library has received a draft of the 2018 Financial Audit, and a meeting will be set up with the auditor prior to the July Board meeting to review them. The Committee also discussed future library operating budgets.
- B. Advocacy
No meeting was held.
- C. Personnel
No meeting was held.

VIII. President's Report

- A. Committee Appointments
David Strifling announced that he has appointed the following committees for the 2019-20 Board year:

Finance: Jennifer Bogli (Chair), Lauren Croix and Alex Olson.

Personnel: Mimi Rosing (Chair), Lisa Nowakowski and Nancy Szatkowski

Advocacy: JanaLee Hitchcock (Chair), Rob Holyoke and Jeffrey Hansher

IX. Staff Reports

- A. Library Operations Report
The Activity Report was included in the board packet. Library Director Rachel Muchin Young commented on the statistics, noting that the door counts were affected by a malfunction in the people counter that has since been resolved.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Rachel Muchin Young further reported on the recent activities at the Library. Ms. Muchin Young indicated that her priority now that the Strategic Plan is complete is to update the Library's mission statement, and will work with the Advocacy Committee to do so. Ms. Muchin Young detailed the upcoming Trustee Training Week. In addition, she reported on additional activities taking place at the Library.
- C. Staff Reports:
 - 1. Access Services Manager
The written report was included in the Board Packet.

2. Business Manager
The written report was included in the Board Packet. Craig Jacobson commented further on the activities of the past month.
3. Patron Services Manager
The written report was included in the Board Packet. Ashley Pike commented further on her activities.

X. New Business

A. Action Item: Number of Trustees

Following discussion, the Board decided to take no action on this item at this time.

XI. Trustee Training & System/State Library Update

None at this time.

XII. Future Meeting Dates

The next Board of Trustees meeting will be on July 17, 2019 at 6:00 p.m.

XIII. Adjournment

There being no further business before the Board, Nancy Szatkowski moved to adjourn. Lauren Croix seconded. The motion carried and the meeting adjourned at 7:08 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager