



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees July 15, 2020 Meeting
Approved as of August 19, 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, July 15, 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 July 14, 2020 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lisa Nowakowski, Heather Baden and Jefferey Hansher.

Trustee Absent: Lauren Croix, Alex Olson and Rob Holyoke.

Staff Present: Rachel Muchin Young, Library Director; 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 June 17, 2020 Meeting

Jeffrey Hansher moved to approve the minutes of the May 17, 2020 Board of Trustees Meeting. Lisa Nowakowski seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for June 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 June 2020

Janalee Hitchcock moved to approve the Accounts Payable Statement for June 2020 in the amount of \$92,084.79. Jeffrey Hansher seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli reported that a meeting was held on July 10, 2020. The meeting included a presentation by Wendi Unger, of Baker Tilly Virchow Krause, on the Library's 2019 Fiscal Year Audit. The auditor presented an unmodified opinion, indicating there were no substantive concerns with the Library's financial operations. The auditor indicated they would be willing to assist resolve any discrepancies with the Library's financial statements prepared by the Village of Thiensville.

B. Advocacy

Janalee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that a meeting was held on July 13, 2020. Items resulting from that meeting appear as agenda items later in this meeting.

VIII. President's Report

David Strifling had nothing additional to report.

IX. Staff Reports

A. Library Operations Report

The statistical summary for June was included in the Board Packet. A visual representation of the Library's 2019 Annual Report was also included.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young further reported on the Library's reopening, as well as the Library's mask policy and the public's response towards it.

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.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

Three possible policies regarding vacation protocols were distributed at the meeting. Following discussion, the Board opted to take the least restrictive measures.

Jennifer Bogli moved to approve the employee vacation protocols, Jeffrey Hansher seconded. Motion carried.

B. Discussion and Possible Action: Building Projects Contracts

The projects will be put out for bid with the aim of leaving at least 12% in the Library's operating reserves.

XI. New Business

A. Action Item: Categories of Employees, Hours

The item was tabled for a future meeting.

XII. Trustee Training & System/State Library Update

A new Director of the Monarch Library System has been hired. Kimberly Young will be starting in the near future.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on August 19, 2020 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, Jeffrey Hansher moved to adjourn. JanaLee Hitchcock seconded. The motion carried and the meeting adjourned at 7:54 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager