



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees August 18, 2021 Meeting**  
**Approved as of September 23, 2021**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on August 18, 2021 at 6:00 p.m. in the Library's Tolzman Community Room.

**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 August 13, 2021 was verified.

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

Trustees Absent: None.

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

**III. Announcements**

None at this time.

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

None at this time.

**V. Approval of Minutes**

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

Rachel Burner moved to approve the minutes of the July 21, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for July 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 July 2021  
Lauren Croix moved to approve the Accounts Payable Statement for July 2021 in the amount of \$104,548.13. Rachel Burner seconded. Motion carried.

**VII. Committee Reports**

- A. Finance  
Jennifer Bogli reported that a meeting was held on August 12, 2021. Items discussed at the meeting will appear later on this meeting's agenda.
- B. Advocacy  
Jeffrey Hansher reported that no meeting was held.
- C. Personnel  
Mimi Rosing reported that no meeting was held.

**VIII. President's Report**

Janalee Hitchcock reported that she had met with Will Jones, City Administrator of the City of Mequon, regarding the process for establishing the 2022 budget. Ms. Hitchcock encouraged the members of the Board to discuss the process with their elected representatives.

**IX. Staff Reports**

- A. Library Operations Report  
The statistical summary for July was included in the Board Packet. Library Director Rachel Muchin Young offered context on the statistics and commented on activity trends.
- 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.
- C. Staff Reports:
  - i. Access Services Manager  
The written report was included in the Board Packet.
  - ii. Business Manager  
The written report was included in the Board Packet. Craig Jacobson reported 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.

**X. Other Business**

- A. Discussion and Possible Action: COVID-19 Protocols  
No changes or action to be discussed at this time.
- B. Discussion: Wage Comparisons and 2021 Wages  
Ms. Muchin Young presented a comparison chart of wages for comparable Libraries and local employers. The Board discussed the comparisons and the implications they have on the Library's wage scale.

**XI. New Business**

- A. Discussion: Aspirational 2022 Budget  
The Library's Aspirational 2022 Budget was presented to the Board of Trustees. Ms. Muchin Young and Mr. Jacobson discussed the particulars of the budget and the background on how those figures were arrived at. The Board discussed the budget and how to proceed with the budget process in regards to the City of Mequon and the Village of Thiensville.

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

The first two chapters of the trustee training manual were included in the Board Packet for review. Ms. Muchin Young highlighted key sections of the chapters provided.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on Thursday, September 23, 2021 at 6:00 p.m.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Jennifer Bogli and seconded by Rachel Burner. Motion carried and meeting was adjourned at 7:49 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager