



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees September 18, 2019 Meeting
Approved as of October 16, 2019**

The Frank L. Weyenberg Library Board of Trustees' annual meeting was held on Wednesday, September 18, 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 September 12, 2019 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Jennifer Bogli, Treasurer; Lauren Croix, Rob Holyoke and Jefferey Hansher.

Trustee Absent: Mimi Rosing, Lisa Nowakowski, Nancy Szatkowski and Alex Olson.

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

III. Announcements

Rob Holyoke announced that the Ozaukee County Board of Trustees had formed a Joint County Library Planning Committee and that he would be serving as a member as a County Board member from a municipality with a library.

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

None.

V. Approval of Minutes

A. Action Item: Minutes of the August 21, 2019 Annual Meeting

Rob Holyoke moved to approve the minutes of the August 21, 2019 Board of Trustees Meeting. Jennifer Bogli seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for August 2019

All reports were reviewed and found in order.

- B. Action Item: Accounts Payable Statement for August 2019
JanaLee Hitchcock moved to approve the August 2019 accounts payables in the amount of \$113,301.87. Lauren Croix seconded. Motion carried.

VII. Committee Reports

- A. Finance
Jennifer Bogli reported that a meeting was held on September 16, 2019. The committee discussed the 2020 library operating budget, the plan for future library audits, a recommendation from the auditor to form an investment policy and the repairs to the library entrance.
- B. Advocacy
JanaLee Hitchcock reported that no meeting was held.
- C. Personnel
No meeting was held.

VIII. President's Report

David Strifling commended the work of the Board and the Library staff, specifically Jennifer Bogli and Rachel Muchin Young, on their work in preparation of the Library's budget appropriations presentation.

IX. Staff Reports

- A. Library Operations Report
The Activity Report was distributed at the meeting. Due to a malfunctioning door counter, the monthly door counts were inaccurate.
- B. Director's Report
The written Library Director's report was included in the Board Packet. Rachel Muchin Young further reported on the recent programs and activities at the Library. Ms. Muchin Young reported that the Virtual Reality experience, funded with a donation from the Mequon Junior Women's Club of Mequon-Thiensville, will be ready for patron usage soon. The Library also recently hired a new page, and the Library is now fully staffed.
- 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 her activities.

iii. Patron Services Manager

The written report was included in the Board Packet. Ashley Pike commented further on her activities.

X. Old Business

A. Discussion: Repair of Entrance (Canopy and Columns)

All bids for the project will be in for consideration before the October Board of Trustees meeting, and it's anticipated that a decision will be made by then.

B. Discussion: Budget Workshop Presentation Review

Ms. Muchin Young reviewed her presentation to the City of Mequon budget workshop. The Common Council will be meeting several times over the next few months to consider the Library's requests.

XI. New Business

A. Action Item: Electronic Participation in Public Meetings

Following discussion, this item was tabled for possible action at a future meeting.

B. Action Item: Network Equipment Purchase and Replacement MOU

Jennifer Bogli moved to approve the included Memorandum of Understanding regarding network equipment purchase and replacement with the Monarch Library System. JanaLee Hitchcock seconded. Motion carried.

XII. Trustee Training & System/State Library Update – J. Chamberlain

Jennifer Chamberlain, Interim System Director for the Monarch Library System, introduced herself to the Board. Ms. Chamberlain distributed materials to the Board and spoke on system services.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on October 16, 2019 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, Rob Holyoke moved to adjourn. Jeffrey Hansher seconded. The motion carried and the meeting adjourned at 7:42 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager