



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees January 20, 2021 Meeting  
Approved as of February 17, 2021**

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, January 20, 2021 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 6:00 pm.

Posting of notice as of January 15, 2021 was verified.

Trustees present: David Strifling, President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lisa Nowakowski, Alex Olson, Jeffrey Hansher and Rob Holyoke.

Trustee Absent: Jana Lee Hitchcock, Lauren Croix.

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

Others present: Dr. Maria Gonzalez-Cerra.

**III. Announcements**

David Strifling welcomed guest Dr. Maria Gonzales-Cerra, and noted that she is slated to be appointed to the Library Board of Trustees at the February 9, 2021, Mequon Common Council meeting.

**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.

**V. Approval of Minutes**

A. Action Item: Minutes of the December 16, 2020 Meeting

Jeffrey Hansher moved to approve the minutes of the December 16, 2020 Board of Trustees Meeting. Alex Olson seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for December 2020

The reports included in the Board Packet. Jennifer Bogli explained the new reporting system. 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 December 2020

Lisa Nowakowski moved to approve the Accounts Payable Statement for December 2020 in the amount of \$98,976.58. Jeffrey Hansher seconded. Motion carried.

**VII. Committee Reports**

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

Alex Olson reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

**VIII. President's Report**

David Strifling again welcomed guest Dr. Maria Gonzales-Cerra.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary for December was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet. Rachel 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. Access Services Manager Amanda Kloppmann reported further on her activities for the month.

ii. Business Manager

The written report was included in the Board Packet.

iii. Patron Services Manager

The written report was included in the Board Packet. Patron Service Manager Ashley Pike commented further on her activities for the month.

**X. Other Business**

A. Discussion and Possible Action: COVID-19 Protocols

Ms. Muchin Young reported things are going well. Returned items are now being

quarantined for 48 hours, delivery items for 24 hours.

**B. Status of ongoing Foundation Projects**

Ms. Muchin Young reported the new pass through window is started and on going. The purchases of 3 new self check out units are being researched. Later in the year the Rotunda lights upgrade and addition of USB jacks will take place, as well as, the sound system up grade in the Tolzman Room. The purchase of Adventure Passes is on hold for now.

**XI. New Business**

**A. Discussion: Strategic Plan Progress Report**

Ms. Muchin Young reported on the 2019-2021 Strategic Plan and the 3 categories.

**1. Welcome All Visitors**

Library Enhancements is ongoing.

Main Entrance improvements are completed.

Pass through Window is in progress.

**2. Satisfy Their Curiosity**

New collections is on going

**3. Create Citizen Advocates**

On hold at this time.

Discussion took place about plans for a new 3-year strategic plan. It was decided to continue the discussion in the next few months on how to proceed.

**B. Discussion and Possible Action: Date Change for February Meeting**

After discussion there was no objections to keeping the February Meeting Date as planned.

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

Ms. Muchin Young reported that February 17-19 would be Library Legislative Days. Virtual appointments with state representatives will be held over the 3 days. This is an opportunity to share what is happening and what our needs are going forward. Ms. Muchin Young invited any trustee interested in attending to let her know.

**XIII. Future Meeting Dates**

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

**XIV. Adjournment**

There being no further business before the Board a motion to adjourn was made by Jeffrey Hansher, and seconded by Rob Holyoke. Motion carried and meeting was adjourned at 6:55 p.m.