



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees February 17, 2021 Meeting  
Approved as of March 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, February 17, 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 6:01 pm.

Posting of notice as of February 12, 2021 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Lauren Croix, Lisa Nowakowski, Maria Gonzalez-Cerra, Jefferey Hansher and Rob Holyoke.

Trustees Absent: Alex Olson.

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

**III. Announcements**

President David Strifling welcomed Maria Gonzalez-Cerra for her first official Board of Trustees Meeting, as her appointment as a Mequon At-Large representative was approved on February 9, 2021. Ms. Gonzalez-Cerra introduced herself to the Board.

**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.

**V. Approval of Minutes**

A. Action Item: Minutes of the January 20, 2021 Meeting

Jeffrey Hansher moved to approve the minutes of the January 20, 2021 Board of Trustees Meeting. Lisa Nowakowski seconded. Motion carried.

**VI. Financial Reports**

A. Unaudited End of Year Revenue and Expense Reports for 2020

The unaudited End of Year 2020 reports were included in the Board Packet. The figures prepared by the Village matched the internal reports prepared by the Library, and no changes are expected before the final audit.

B. Revenue and Expense Reports for January 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.

C. Action Item: Accounts Payable Statement for January 2021

Rob Holyoke moved to approve the Accounts Payable Statement for January 2021 in the amount of \$113,130.76. Jeffrey Hansher seconded. Motion carried.

**VII. Committee Reports**

A. Finance

Jennifer Bogli reported that no meeting was held.

B. Advocacy

JanaLee Hitchcock reported that no meeting was held.

C. Personnel

Mimi Rosing reported that no meeting was held.

**VIII. President's Report**

David Strifling reported on an attempted email scam that several Board members had received. The Board was reminded of best practices in email and communications.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary for January was included in the Board Packet. Library Director Rachel Muchin Young reported that the Library is now tracking several new statistics, as requested by the Department of Public Instruction for the Annual Report, and that those statistics will now appear on the Operations Report. Ms. Muchin Young reported on the statistical trends from year-to-year.

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. She further noted a \$25,000

donation from the estate of a Library supporter to the Weyenberg Public Library Foundation.

**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. Patron Services Manager

The written report was included in the Board Packet.

iii. Business Manager

The written report was included in the Board Packet. Business Manager Craig Jacobson reported further on his activities for the month.

**X. Other Business**

A. Discussion and Possible Action: COVID-19 Protocols

Nothing at this time.

**XI. New Business**

A. Action Item: Public Library Annual Report

The draft of the Department of Public Instruction Annual Report was included in the Board Packet. Ms. Muchin Young reported on the format changes for the 2020 report. Ms. Muchin Young also reported on the draft statement of system effectiveness. The response was amended for grammar and clarity.

JanaLee Hitchcock moved to approve the DPI Annual Report with the response of system effectiveness as amended. Jeffrey Hansher seconded. Motion carried.

B. Action Item: Mequon Community Foundation Grant

This item was tabled to a future meeting.

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

Ms. Muchin Young reported on Library Legislative Day, which was a virtual event this year. Ms. Muchin Young also reported on the strategic planning process at the Monarch Library System.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on March 17, 2021 at 6:00 p.m.

**XIV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by

Rob Holyoke and seconded by Lisa Nowakowski. Motion carried and meeting was adjourned at 7:12 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager