



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees March 16, 2022 Meeting
Approved as of April 20, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on March 16, 2022 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 6:00 pm.

Posting of notice as of March 11, 2022 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President (via Zoom); Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Jeridon Clark, Jeffrey Hansher.

Trustees Absent: Tedd Lookatch.

Staff Present: Rachel Muchin Young, Library Director and Craig Jacobson, Business Manager.

Also Present: Riti Grover, Director, Monarch Library System

III. Announcements

Ms. Riti Grover, Director of the Monarch Library System, is attending the meeting as a guest.

Ms. Grover introduced herself to the Board and the Board members followed suit.

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

No Public Comment

V. Approval of Minutes

A. Action Item: Minutes of the February 16, 2022 Meeting

Rachel Burner moved to approve the minutes of the February 16, 2022 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for February 2022

The reports were included in the Board Packet. Nothing was found to be out of order.

B. Action Item: Accounts Payable Statement for February 2022

Jeffrey Hansher moved to approve the Accounts Payable Statement for January 2022 in the amount of \$114,364.12. Rachel Burner seconded. Motion carried.

VII. Committee Reports

A. Finance

Ms. Bogli reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that no meeting was held.

C. Personnel

Ms. Rosing reported that no meeting was held.

VIII. President's Report

Ms. Hitchcock had no official report, but thanked Ms. Grover for attending. Ms. Hitchcock also followed up on the efforts to install a featured item in the Children's Department.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report.

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, including the art show currently on display in the Library's gallery, the recent staff development day and staffing changes. Ms. Muchin Young gave a particular shout out to the Access Services staff for stepping up during the unexcepted staff shortage. Ms. Muchin Young updated the Board on recent events with the City of Mequon, including the awarding of a contract to repave the City parking lot that the Library utilizes and the inclusion of Library staff in a City compensation study. Ms. Muchin Young also reported on the ongoing meetings with elected official from the City of Mequon and Village of Thiensville. Finally, Ms. Muchin Young reported that she has been in contact with Deb Andraca, Wisconsin State Assembly District 23 Representative, concerning Library matters and events.

C. Staff Reports:

i. Business Manager

The written report was included in the Board Packet.

ii. Patron Services Manager

The written report was included in the Board Packet.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

There was nothing to discuss.

XI. New Business

None at this time.

XII. Trustee Training & System/State Library Update

A. SharePoint Overview

Craig Jacobson presented an overview on the Library's SharePoint service and how it can be utilized by the Board of Trustees to access meeting materials and pertinent Library information, including financial records and documents. Mr. Jacobson encouraged any Board members to be in contact with the Library if they have any further questions or would like more demonstrations on other services SharePoint can offer. The matter of security protocols for Board members with SharePoint access will be discussed at a future meeting.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, April 20, 2022 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Rachel Bruner and seconded by Mimi Rosing. Motion carried and meeting was adjourned at 7:09 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager