



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees March 17, 2021 Meeting  
Approved as of April 21, 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, March 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 March 12, 2021 was verified.

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

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

**III. Announcements**

President David Strifling announced that Alex Olson has resigned his position on the Board of Trustees. Mr. Strifling thanked Mr. Olson for his contributions to the Frank L. Weyenberg Library and wished him well in his future endeavors.

**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 February 17, 2021 Meeting

Janalee Hitchcock moved to approve the minutes of the February 17, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for February 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 February 2021

Rob Holyoke moved to approve the Accounts Payable Statement for January 2021 in the amount of \$86,327.83. Jeffrey Hansher seconded. Motion carried.

**VII. Committee Reports**

A. Finance

Lauren Croix 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 solicited the members of the Board for potential nominees to fill the Mequon At-Large positions on the Board. Mr. Strifling also reminded the Board members that the Nominating Committee would be formed next month, to report at the Board's annual meeting in May, and asked the Board members to consider serving as officers for the upcoming Board year.

**IX. Staff Reports**

A. Library Operations Report

The statistical summary for January was included in the Board Packet. The report now includes the 2019 statistics as well, to offer a comparison to a typical year of operations.

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 reported on the Library's building and operational needs, as well as wish list items. She reported on the COVID-19 vaccine and its availability to Library staff members. Finally, Ms. Muchin Young reported that Kimberly Young, Director of the Monarch Library System, has resigned, effective April 9.

C. Staff Reports:

- i. Access Services Manager  
The written report was included in the Board Packet.
- 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

Ms. Muchin Young reported on the progress in vaccinating Library employees.

B. Action Item: Mequon Community Foundation Grant

Included in the Board packet was a grant request to the Mequon Community Foundation, totaling \$2,480.

JanaLee Hitchcock moved to approve the grant request. Lisa Nowakowski seconded. Motion carried.

**XI. New Business**

A. Action Item: Possible Closing April 2 and 3, 2021

With the majority of Library staff scheduled to receive their second dose of the COVID-19 vaccine on Thursday, April 1, and knowing that side effects are common for individuals for 48 hours after they receive their second dose, and in order to avoid critical staffing shortages at the Library as a result, the Board was asked to consider closing for Friday, April 2 and Saturday, April 3. These dates also overlap with Good Friday and the Easter holiday weekend, which is typically a time of reduced activity at the Library. The Library was already scheduled to be closed on Sunday, April 4. Staff would either have their hours rescheduled or would use benefit time for those hours that were to be worked on those dates.

Jeffrey Hansher moved to approve closing the Library on April 2 and 3, 2021. Lauren Croix seconded. Motion carried.

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

The 2021 Annual Report "By the Numbers" graphic report was emailed to the Board prior to the meeting. Ms. Muchin Young discussed the report.

**XIII. Future Meeting Dates**

The next Board of Trustees meeting will be on April 21, 2021 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 Lisa Nowakowski. Motion carried and meeting was adjourned at 6:56 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager