



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees April 10, 2019 Meeting  
Approved as of May 15, 2019**

The Frank L. Weyenberg Library Board of Trustees' regular meeting was held on Wednesday, April 10, 2019 at 6:00 p.m. in the Tolzman Community Room.

**I. Pledge of Allegiance**

Lisa Nowakowski led the Pledge of Allegiance.

**II. Call to Order, Verification of Posting, Roll Call**

Lisa Nowakowski called the meeting to order at 6:00 pm.

Posting of notice as of April 5, 2019 was verified. A revised agenda was posted on April 9, 2019.

Trustees present: Lisa Nowakowski, President; David Strifling, Vice President; Mimi Rosing, Secretary; Nancy Szatkowski, JanaLee Hitchcock, Lauren Croix, John Wirth and Rob Holyoke.

Trustee Absent: Jennifer Bogli 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**

Nancy Szatkowski announced that the Monarch Library System Board of Trustees was holding a special meeting at the Weyenberg Library on April 11 to discuss offering a contract to an interim director.

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

None.

**V. Approval of Minutes**

A. Action Item: Minutes of the March 13, 2019 meeting

Nancy Szatkowski moved to approve the minutes of the March 13, 2019 Board of Trustees meeting. Rob Holyoke seconded. Motion carried.

**VI. Financial Reports**

- A. Revenue and Expense Reports for March 2019  
All reports were found to be in order.
- B. Action Item: Accounts Payable Statement for March 2019  
JanaLee Hitchcock moved to approve the March 2019 accounts payables in the amount of \$108,565.93. David Strifling seconded. Motion carried.

**VII. Committee Reports**

- A. Finance  
No meeting was held.
- B. Advocacy  
No meeting was held.
- C. Personnel  
No meeting was held.

**VIII. President's Report**

**IX. Staff Reports**

- A. Library Operations Report  
The Activity Report was included in the board packet. Library Director Rachel Muchin Young commented on the statistics, noting that statistics are generally up from the previous year.
- B. Director's Report  
The written Library Director's report was included in the Board Packet. Rachel Muchin Young further reported on the recent activities at the Library. In addition, Ms. Muchin Young offered her congratulations to Mequon Mayor-Elect John Wirth. Ms. Muchin Young reported that she is scheduled to present the Library's annual report at the Mequon Common Council meeting and Thiensville Board of Trustees meeting in May.
- C. Staff Reports:
  - 1. Access Services Manager  
The written report was included in the Board Packet. Amanda Kloppmann reported on her additional activities.
  - 2. Business Manager  
The written report was included in the Board Packet. Craig Jacobson commented further on the activities of the past month.
  - 3. Patron Services Manager

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

**X. New Business**

**A. Appointment of a Nominating Committee**

Lisa Nowakowski appointed Nancy Szatkowski, Lauren Croix and Alex Olsen to serve on the Nominating Committee.

**B. Action Item: 2019 Meeting Dates Adjustment**

The revised Board of Trustees meeting calendar was included in the Board Packet. The regular meeting date will be the third Wednesday of the month. Nancy Szatkowski moved to approved the revised 2019 Board of Trustees meeting calendar. Lauren Croix seconded. Motion carried.

**C. Action Item: Adventure Pass Policy**

Rachel Muchin Young presented the Library's proposed Adventure Pass policy, which was also distributed in the Board Packet. This policy covers Adventure Passes only, which are a new addition to the Library collection. The Board indicated that the agreement that a patron must sign before checking out an adventure pass should include the precise replacement cost of the item. The final sentence of the first paragraph should be corrected to read "Adventure Pass Quick Facts."

John Wirth moved to approve the amended Adventure Pass Policy. Nancy Szatkowski seconded. Motion carried.

**D. Action Item: Junior Woman's Club of Mequon-Thiensville Grant Application**

The application was distributed at the meeting. This grant, if approved, would be funded by proceeds from the 2019 Turkey Trot, presented by the Junior Women's Club of Mequon-Thiensville. The proposed project for this year is the installation of a hearing loop in the Tolzman Community Room, at a cost of \$6.800.

John Wirth moved to approve the Junior Woman's Club of Mequon-Thiensville Grant Application. Lisa Nowakowski seconded. Motion carried.

**XI. Future Meeting Dates**

Following the approval of the revised meeting calendar, the next Board of Trustees meeting will be on May 15, 2019 at 6:00 p.m.

**XII. Adjournment**

There being no further business before the Board, John Wirth moved to adjourn. David Strifling seconded. The motion carried and the meeting adjourned at 7:05 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager