



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees April 20, 2022 Meeting
Approved as of May 18, 2022**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on April 20, 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 April 15, 2022 was verified.

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

Trustees Absent: None.

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

III. Announcements

Ms. Hitchcock announced that this would be the final Board of Trustees meeting for Mimi Rosing and Jennifer Bogli. Ms. Hitchcock recognized and applauded them for their contributions.

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

Rob Holyoke of Thiensville came to show his appreciation to the retiring members of the Board, in particular Ms. Rosing, for her dedicated representation for the Village of Thiensville.

V. Approval of Minutes

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

Rachel Burner moved to approve the minutes of the March 16, 2022 Board of Trustees Meeting. Jennifer Bogli seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for March 2022

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

B. Action Item: Accounts Payable Statement for March 2022

Rachel Burner moved to approve the Accounts Payable Statement for March 2022 in the amount of \$84,134.11. Jeffrey Hansher seconded. Motion carried.

VII. Committee Reports

A. Finance

Ms. Bogli reported that no meeting was held.

B. Advocacy

Mr. Hansher reported that a meeting was held on April 7, 2022. Among the items discussed were a review of the public library inclusive services guidelines. The review and discussion about how they can be applied will be discussed again at a future meeting.

C. Personnel

Ms. Rosing reported that a meeting was held on April 12, 2022. The items that were discussed at that meeting will come up later on this meeting's agenda.

VIII. President's Report

Ms. Hitchcock announced that it was time to appoint a Nominating Committee, to report at the Annual Meeting in May. Following a solicitation of volunteers, Ms. Hitchcock appointed Rachel Burner, Jennifer Abraham and Tedd Lookatch to serve on the committee.

IX. Staff Reports

A. Library Operations Report

The statistical summary was included in the Board Packet. Ms. Muchin Young highlighted items from the report. Ms. Muchin Young commented further on the missing WiFi statistics and on year-to-year trends as represented in the Library's annual report.

B. Director's Report

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on the damage to the Library's sewer lateral and the repairs required. Ms. Muchin Young is working with members of for Board to set up meetings with elected representatives and key personnel from the City of Mequon and Village of Thiensville.

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

A. Discussion and Possible Action: Health Insurance Benefit for Part-Time Staff

Personnel Committee recommendation: Prorated time off and health insurance benefits to be modified to reflect actual hours worked.

Jennifer Abraham moved to approve the changes in Health Insurance Benefits for Part-Time Staff, as recommended by the Personnel Committee. Jeffrey Hansher seconded. Motion carried.

B. Discussion and Possible Action: Vacation Payout Upon Resignation

Personnel Committee recommendation: Earned vacation will be paid out upon resignation providing the employee has worked at FLWL for at least six (6) continuous months *and* has provided proper notice.

Jeffrey Hansher moved to approve the changes to Vacation Payout Upon Resignation procedures, as recommended by the Personnel Committee. Catherine Perry seconded. Motion carried.

C. Discussion and Possible Action: HVAC Controls System Proposal

The proposal for the replacement of the HVAC controls system and documentation for the proposed new system was included in the Board packet. The controls system that is currently installed is no longer supported by the manufacturer and has been identified by our HVAC technicians as the most critical need in the Library's systems.

The Board discussed potential funding models and other Library needs.

Following discussion, Jennifer Bogli moved to approve the HVAC Controls System Proposal, in the amount of \$59,950. Jennifer Abraham seconded. Motion carried.

D. Action Requested: Junior Woman's Club Grant Application

The application for the Junior Women's Club of Mequon-Thiensville 2022 donation was included in the Board packet. The Board expressed their enthusiasm for the potential collection addition. As the application had already been submitted, the Board felt no action was required.

E. Announcement: Two Factor Authentication for Email

As a security upgrade requirement, Two Factor Authentication will now be required for all individual Library and Board of Trustee email accounts.

XII. Trustee Training & System/State Library Update

A. Inclusive Services Statement for the Division of Libraries & Technology (8/1/2019)

Ms. Muchin Young presented the statement and highlighted items from it. Discussion on this topic will continue at several levels in the near future.

B. Impact of Fines on Low-Income Individuals and Families

Ms. Muchin Young presented the results of studies regarding the impact of fines on low-income individuals and families. The discussion will continue in the future.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, May 18, 2022 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 Rachel Burner. Motion carried and meeting was adjourned at 7:43 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager