



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees May 18, 2022 Meeting  
Approved as of June 15, 2022**

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on May 18, 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 (via Zoom); Jennifer Abraham, Graham Baxter, Rachel Burner, Jeridon Clark, Jeffrey Hansher (via Zoom), Alex Lemke and Cathrine Wagner.

Trustee Absent: Tedd Lookatch.

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

**III. Announcements**

Graham Baxter, Alex Lemke and Cathrine Wagner were introduced as new members of the Board of Trustees. Mr. Baxter and Ms. Wagner are representing the City of Mequon as at-large representatives and Mr. Lemke is representing the Village of Thiensville as an at-large member. All have been appointed for 3-year terms. The new members introduced themselves and the returning Board members introduced themselves to the new members.

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

None.

**V. Approval of Minutes**

A. Action Item: Minutes of the April 20, 2022 Meeting

Jennifer Abraham moved to approve the minutes of the April 20, 2022 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for April 2022

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

B. Action Item: Accounts Payable Statement for April 2022

Jeridon Clark moved to approve the Accounts Payable Statement for April 2022 in the amount of \$78,537.94. Rachel Burner seconded. Motion carried.

## **VII. Election of Officers**

### **A. Report of the Nominating Committee**

Rachel Burner delivered the report from the Nominating Committee meeting which was held on May 18, 2022. The Nominating Committee proposed the following slate of officers:

- JanaLee Hitchcock as President
- Catherine Perry as Vice-President
- Jeffrey Hansher as Secretary
- Jeridon Clark as Treasurer

### **B. Action Item: Election of Officers for 2022-2023**

Jennifer Abraham moved to elect the slate of officers proposed by the Nominating Committee. Rachel Burner seconded. The motion carried.

## **VIII. Committee Reports**

### **A. Finance**

No meeting was held.

### **B. Advocacy**

No meeting was held.

### **C. Personnel**

No meeting was held.

## **IX. President's Report**

Ms. Hitchcock reported that meetings with elected officials from Mequon and Thiensville concerning the Library's ongoing concerns were continuing. Meeting with City and Village officials are comping up in the future.

### **A. Committee Appointments**

Ms. Hitchcock announced that Jeffrey Hansher would serve as the chair of the Advocacy Committee, with Catherine Perry and Rachel Burner also serving on the committee; Jeridon Clark would serve as the chair of the Finance Committee, with Graham Baxter and Tedd Lookatch also serving on the committee and Jennifer Abraham would serve as the chair of the Personnel Committee with Alex Lemke and Cathrine Wagner also serving on the committee.

## **X. 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 provided a rundown of activity trends.

### **B. Director's Report**

The written Library Director's report was included in the Board Packet. Ms. Muchin Young reported further on the Library's plumbing situation. Ms. Muchin Young provided additional updates on the Library's Strategic Plan and a potential art feature in the Children's Department. Finally Ms. Muchin Young reported that the Library would transition to summer hours starting on May 29.

C. Staff Reports:

- i. Access Services Manager  
The written report was included in the Board Packet.
- ii. Business Manager  
The written report was included in the Board Packet.
- iii. Patron Services Manager  
The written report was included in the Board Packet.

**XI. Other Business**

A. Technology Check-In

The Board checked in with their technology concerns and were verified that all could access necessary Board materials.

B. Foundation Wish List Update

An update was provided to the Board.

**XII. New Business**

A. Discussion: Classification and Compensation Study

Ms. Muchin Young reported that the City of Mequon will be undergoing a compensation evaluation performed by an independent outside vendor. The Library has an opportunity to participate as well, if the Library pays for their portion themselves, at an estimated cost of \$3,000.

Ms. Burner departed the meeting at 7:15.

Jennifer Abraham moved to approve the Library's participation in the Classification and Compensation Study and to agree to pay the costs associated. Jeffrey Hansher seconded. Motion carried.

B. Discussion: 2021 Audit

The final 2021 fiscal year audit report from Baker Tilly was included in the Board packet. Nothing was found to be out of the ordinary or unexpected. The Board will decide if they would like to have the Library's auditor come to a future meeting to present their report.

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

A. Wisconsin Association of Public Libraries Conference Report

Ms. Muchin Young reported on her attendance at the 2022 WAPL conference.

**XIV. Future Meeting Dates**

The next Board of Trustees meeting will be on Wednesday, June 15, 2022 at 6:00 p.m.

**XV. Adjournment**

There being no further business before the Board, a motion to adjourn was made by Alex Lemke and seconded by Graham Baxter. Motion carried and meeting was adjourned at 7:39 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager