



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees June 16, 2021 Meeting
Approved as of July 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.

The annual organizational meeting of the Frank L. Weyenberg Library Board of Trustees was held on June 16, 2021 at 6:00 p.m. on the Zoom online platform.

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 6:02 pm.

Posting of notice as of June 11, 2021 was verified.

Trustees present: JanaLee Hitchcock, President; Catherine Perry, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Jennifer Abraham, Rachel Burner, Lauren Croix, Maria Gonzalez-Cerra and Jefferey Hansher.

Trustees Absent: None.

Staff Present: Rachel Muchin Young, Library Director; Ashley Pike, Patron Services Manager; Amanda Kloppmann, Access Services Manager and Craig Jacobson, Business Manager.

III. Announcements

Ms. Hitchcock announced that Lisa Nowakowski has resigned from the Board of Trustees. On behalf of the Board, Ms. Hitchcock thanked Ms. Nowakowski for her years of service to the Library and the Board of Trustees.

Jennifer Abraham was welcomed to the Board of Trustees. Ms. Abraham is serving as the elected representative from the Village of Thiensville.

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

No comments were received prior to the meeting.

V. Approval of Minutes

A. Action Item: Minutes of the May 19, 2021 Meeting

Jennifer Bogli moved to approve the minutes of the May 19, 2021 Board of Trustees Meeting. Jeffrey Hansher seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for May 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 May 2021

Jeffrey Hansher moved to approve the Accounts Payable Statement for May 2021 in the amount of \$85,024.42. Lauren Croix seconded. Motion carried.

VII. Committee Reports

A. Finance

Jennifer Bogli 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

A. Committee Appointments

JanaLee Hitchcock announced that she was appointing Jennifer Bogli, Lauren Croix and Maria Gonzalez-Cerra to serve on the Finance Committee, with Ms. Bogli serving as Chair. Ms. Hitchcock appointed Jeffrey Hansher, Rachel Burner and Catherine Perry to serve on the Advocacy Committee, with Mr. Hansher serving as Chair. Ms. Hitchcock appointed Mimi Rosing and Jennifer Abraham to serve on the Personnel Committee, with Ms. Rosing serving as Chair.

IX. Staff Reports

A. Library Operations Report

The statistical summary for May was included in the Board Packet. Library Director Rachel Muchin Young offered context on the statistics and commented on the addition of Quick Pickup to 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.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet. Amanda Kloppmann reported on her activities for the month.

ii. Business Manager

The written report was included in the Board Packet. Craig Jacobson reported further on his activities for the month.

iii. Patron Services Manager

The written report was included in the Board Packet. Ashley Pike reported on her activities for the month. Ms. Pike provided up-to-date statistics on the Library's Summer Reading Program. Ms. Pike also updated the Board on the hiring of a full-time Patron Services Librarian. Steph Cherrywell will begin on August 2.

X. Other Business

A. Discussion and Possible Action: COVID-19 Protocols

Ms. Muchin Young provided an update on Library policies and procedures since the last Board of Trustees meeting.

B. Discussion and Possible Action: Return to In-Person Board Meetings and/or Hybrid Meetings

The Board discussed the timeline and logistics of returning to in-person meetings. Following discussion, Jennifer Bogli moved to resume in-person Board of Trustees meetings, in accordance to Center for Disease Control guidelines regarding in-person gatherings. Mimi Rosing seconded. Motion carried.

XI. New Business

A. Discussion and Possible Action: Circulation Policy

Ms. Muchin Young presented a revised Circulation Policy. This revised policy would remove the annual charge for a fee card for patrons from Milwaukee County. Discussion ensued.

Following discussion, Ms. Muchin Young agreed to present a further updated policy to the Board at their next regular meeting. As such, no formal action was taken at this time.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young reported that the search for the next Monarch Library System Director is underway, and meetings with candidates is scheduled to take place in the near future.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on July 21, 2021 at 6:00 p.m.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Jennifer Bogli and seconded by Rachel Burner. Motion carried and meeting was adjourned at 7:23 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager