



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees July 17, 2019 Meeting  
Approved as of August 21, 2019**

The Frank L. Weyenberg Library Board of Trustees' annual meeting was held on Wednesday, July 17, 2019 at 6:00 p.m. in the Tolzman Community Room.

**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 6:00 pm.

Posting of notice as of July 11, 2019 was verified.

Trustees present: David Strifling, President; JanaLee Hitchcock, Vice President; Mimi Rosing, Secretary; Jennifer Bogli, Treasurer; Nancy Szatkowski, Alex Olson, Lauren Croix, Rob Holyoke and Jefferey Hansher.

Trustee Absent: Lisa Nowakowski.

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

**III. Announcements**

None.

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

None.

**V. Approval of Minutes**

A. Action Item: Minutes of the June 19, 2019 Annual Meeting

Nancy Szatkowski moved to approve the minutes of the June 19, 2019 Board of Trustees Meeting. Mimi Rosing seconded. Motion carried.

**VI. Financial Reports**

A. Revenue and Expense Reports for June 2019

All reports were reviewed and found in order.

- B. Action Item: Accounts Payable Statement for June 2019  
Alex Olson moved to approve the June 2019 accounts payables in the amount of \$98,129.34. Nancy Szatkowski seconded. Motion carried.

**VII. Committee Reports**

A. Finance

Jennifer Bogli reported that a meeting was held on July 8, 2019. The Committee reviewed the 2018 Fiscal Year Audit with Wendi Unger, CPA, from Baker Tilly Virchow Krause, LLP. The Library received an unmodified audit and nothing presented was unexpected.

B. Advocacy

JanaLee Hitchcock reported that a meeting was held on June 27, 2019. The Committee discussed several library policies and the Mission Statement, all of which will come to the full Board for approval at this meeting.

C. Personnel

Mimi Rosing reported that a meeting was held on July 9, 2019. The Committee discussed scheduling practices, wage ranges and the compensation for the Library Director.

**VIII. President's Report**

Nothing to report.

**IX. Staff Reports**

A. Library Operations Report

The Activity Report was distributed at the meeting.

B. Director's Report

The written Library Director's report was included in the Board Packet. Rachel Muchin Young further reported on the recent programs and activities at the Library. Ms. Muchin Young also invited all trustees to participate in the Trustee Training Week to take place in August.

C. Staff Reports:

i. Access Services Manager

The written report was included in the Board Packet. Amanda Kloppmann commented further on her activities.

ii. Business Manager

Craig Jacobson delivered an oral report on the activities of the past month.

- iii. Patron Services Manager  
The written report was included in the Board Packet. Ashley Pike commented further on her activities.

**X. New Business**

**A. Action Item: Mission Statement**

The Mission Statement was discussed in the Advocacy Committee and the draft was included in the Board Packet. Following discussion, the Board agreed to amend the draft statement to begin “As a welcoming community center.”

JanaLee Hitchcock moved to approve the amended Mission Statement. Nancy Szatkowski seconded. Motion carried.

**B. Action Item: Policies**

i. Children in the Library

The policy was reviewed in the Advocacy Committee. Only minor changes were recommended.

Jennifer Bogli moved to approve the policy as presented. Nancy Szatkowski seconded. Motion carried.

ii. Confidentiality of Identifiable Information about Library Users

The policy was reviewed in the Advocacy Committee. Only minor changes were recommended. The Board agreed to amend the policy’s third line to include “electronic and physical contact addresses.”

Jennifer Bogli moved to approve the policy as amended. Nancy Szatkowski seconded. Motion carried.

iii. Custodial Parent/Guardian Certification for Access to Children’s Records

The policy was reviewed in the Advocacy Committee. Only minor changes were recommended.

Jennifer Bogli moved to approve the policy as presented. Nancy Szatkowski seconded. Motion carried.

iv. Displays

The policy was reviewed in the Advocacy Committee. Only minor changes were recommended. The Board agreed to amend the draft form so that the usage of the Library’s name and abbreviation was consistent throughout.

Jennifer Bogli moved to approve the policy as amended. Nancy Szatkowski seconded. Motion carried.

v. **Records Retention**

The policy was reviewed in the Advocacy Committee. No changes were recommended.

Jennifer Bogli moved to approve the policy as presented. Nancy Szatkowski seconded. Motion carried.

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

None at this time.

**XII. Future Meeting Dates**

The next Board of Trustees meeting will be on August 21, 2019 at 6:00 p.m.

**XIII. Adjournment**

There being no further business before the Board, Alex Olson moved to adjourn. Nancy Szatkowski seconded. The motion carried and the meeting adjourned at 6:52 p.m.

Respectfully submitted,  
Craig Jacobson, Business Manager