



11345 North Cedarburg Road, Mequon, Wisconsin 53092

**Minutes of the Board of Trustees September 23, 2021 Meeting
Approved as of October 20, 2021**

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held on September 23, 2021 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 6:01 pm.

Posting of notice as of September 17, 2021 was verified.

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

Trustees Absent: Jennifer Bogli and Lauren Croix.

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

III. Announcements

Tedd Lookatch was introduced as the new trustee representing the City of Mequon. Mr. Lookatch introduced himself to the Board.

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

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the August 18, 2021 Meeting

Maria Conzalez-Cerra moved to approve the minutes of the August 18, 2021 Board of Trustees Meeting. Rachel Burner seconded. Motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for August 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 August 2021

Rachel Burner moved to approve the Accounts Payable Statement for August 2021 in the amount of \$106,935.48. Mimi Rosing seconded. Motion carried.

VII. Committee Reports

A. Finance

No meeting was held.

B. Advocacy

Jeffrey Hansher reported that a meeting was held. The Committee reviewed library policies that were due for review. Action items resultant from this meeting will appear later on this meeting's agenda.

C. Personnel

Mimi Rosing reported that no meeting was held.

VIII. President's Report

JanaLee Hitchcock reported that she had attended the Village of Thiensville's trustee meeting regarding the Village's funding for library operations. Ms. Hitchcock also attended the City of Mequon's 2022 budget workshop.

In light of changes to Board membership, Tedd Lookatch was appointed to serve on the Finance Committee and Maria Gonzalez-Cerra was appointed to the Personnel Committee.

IX. Staff Reports

A. Library Operations Report

The statistical summary for August was included in the Board Packet. Library Director Rachel Muchin Young offered context on the statistics and commented on activity trends.

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. Ms. Muchin Young distributed the article regarding the Library that appeared in the Mequon Beacon. Ms. Muchin Young updated the Board on several patron incidents.

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 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.

X. Other Business

- A. Discussion and Possible Action: COVID-19 Protocols
The Board discussed the federal vaccination requirement for employers over a certain size and the implications it could have on library operations and policies.
- B. Discussion: Presentations to Village of Thiensville and City of Mequon
Ms. Muchin Young reported on the budget meetings at the Village of Thiensville and the City of Mequon.

XI. New Business

- A. Action Item: Lease of Two (2) Color Copier/Printer/Scanner Units
The proposal to replace the current multifunction copiers and coin-op at the Public Internet Computers and Circulation Area was included in the Board Packet. The existing units have aged beyond their expected lifespan and require too much downtime when repairs are necessary. As the new lease lasts for longer than one year, Board approval is required.

Jeffrey Hansher moved to approve the lease agreement for a length of 63 months. Rachel Burner seconded. Motion carried.

- B. Discussion and Possible Action: Approval of Library Policies
In the interest of expediency, JanaLee Hitchcock recommended reviewing and voting on the proposed policies as one group, without objection.

Advocacy Committee Chairman Jeffrey Hansher introduced and discussed the policies in the following order:

- i. Gifts and Grants
- ii. Volunteer
- iii. Volunteer Application
- iv. Open Records Notice
- v. Open Records Request
- vi. Library Initiated Programs
- vii. Reference Services
- viii. Proctoring
- ix. Code of Conduct

- x. Computer and Internet Use
- xi. Internet Login Release
- xii. Materials Selection
- xiii. Challenged Materials
- xiv. Request for Reconsideration

The Board discusses and made a recommendation for a change in the Request for Reconsideration form regarding who is eligible to make a request.

Catherine Parry moved to approve all policies presented, with the exception of the Request for Reconsideration policy which is to be approved as revised. Tedd Lookatch seconded. Motion carried.

C. Discussion and Possible Action: Disposition of the Jamron Collection

The Board discussed the space currently housing the Jamron Civil War Collection and how that space may be better utilized in the future.

Catherine Perry moved to repurpose the space currently utilized for the Jamron Civil War Collection, and to utilize the collection items in the manner that Library staff sees as the best fit. Rachel Burner seconded. Motion carried.

D. Discussion and Possible Action: 2022 Weyenberg Public Library Foundation Wish List

The 2022 Weyenberg Public Library Foundation Wish List was distributed to the Board. The Board discussed the items presented.

Tedd Lookatch moved to approve the 2022 Weyenberg Public Library Foundation Wish List. Jeffrey Hansher seconded. Motion carried.

XII. Trustee Training & System/State Library Update

Ms. Muchin Young announced that Monarch Library System has hired a new Director. Riti Grover will begin as Director on October 4. Ms. Muchin Young will be participating in the Director's onboarding and orientation.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, October 20, 2021 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 Catherine Perry. Motion carried and meeting was adjourned at 8:06 p.m.

Respectfully submitted,
Craig Jacobson, Business Manager