

City of Sheboygan
2020-05-28

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MinutesMead Public LibraryBoard of TrusteesMay 28, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 28, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and Public Services Manager Melissa Prentice. Board members absent: Vice-President Kathie Norman

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3: 08 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.

APPROVAL OF MINUTES. Whelton moved to approve the minutes from the April 23, 2020 meeting, Speth seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS Erickson reported that the City would be sending out a PPE policy including mask requirements. Quinn reported that long-time Foundation member and Friend Judy Biederwolf had passed away.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: CODE OF CONDUCT POLICY Erickson discussed the updated code of conduct policy, noting that the changes included a statement regarding the ability to ask someone to leave if they are visibly sick. Donohue moved to approve the updated code of conduct policy. Whelton seconded. The motion passed.

APPROVE 2021 MONARCH RESOURCE LIBRARY AGREEMENT Erickson reported on the updated contract as the resource library for MLS. It was found to be in good order. Whelton moved to approve the updated contract. Albrinck seconded. The motion passed.

Mannchen arrived at 3: 18

DISCUSSION OF TIMELINE OF SERVICES BEING OFFERED AND PHASED IN Erickson discussed the plan for resuming services, noting the limited hours. His purpose in doing this was to look for guidance from the trustees for steps or triggers for either opening further or closing down. After some discussion, it was determined that the board will trust Erickson and managers to do what s best for the library if/when the time comes.

2021 OPERATING BUDGET Erickson next discussed the 2021 city budget, noting the potentially very large deficit that could impact the library s budget. Erickson posed the question to the trustees, if the library is asked to make cuts, what would we do? Whelton suggested that rather than an annual analysis of finances, perhaps there should be a quarterly review in order to stay most current. Albrinck suggested that if we do not have a business continuity plan, this is definitely the time to make one. Nessmann suggested bringing key points to legislature regarding crisis situations and the library s impact on community bounce back. Erickson ended the conversation by asking trustees to think on this topic.

DIRECTOR S REPORT DISCUSSION OF STAFF SPACES Erickson discussed the changes to the plan for staff spaces, including the now rejected plan to bring staff workstations to the basement. He discussed the measures that have been taken to limit staff exposure to one another and to patrons. He noted that there would potentially be need for funds for updated furniture as the items we have are very old. Quinn noted the need for the furniture to be movable, as some pieces purchased have been, especially noting the number of times they have been reconfigured already.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the first few days of being back open, noting that the majority of services being utilized were for materials and access to computers. She indicated that some services have been removed, such as newspapers, due to their high rate of contact. Once challenge has been the requests for computer assistance. The public services team is brainstorming ways that they can effectively help patrons while remaining safe. The 3 rd floor children s room remains closed for the time being as it is one of the most social areas of the building and challenging to maintain control of distances. This will impact the Summer Reading Program, which has begun, as staff are needing to get creative in the ways that the program is handled. Public Services is looking primarily at offering alternative delivery methods. Lastly, the Virtually Maker Faire had taken place the weekend prior and brought in 93 virtual participants.

UPDATE ON BUILDING PROJECTS Nessman next spoke regarding the building projects. She reported that the carpet was set to be redone in the Admin office, and that painting throughout the building was just about done. The circulation desk and the bookstore have been swapped in order to provide adequate spacing. The bookstore is closed for now and will remain closed until an electrician can get in to remove the upraised wiring. The materials return room is close to completion, and the light conversion to LED project is under way as well. She noted that the 1 st floor bathroom had been converted to touchless, and the 2 nd/ 3 rd floor bathrooms would follow soon. Lastly, she reported that there had been a leak on 2 nd floor from the exterior fascia. She would be getting a quote on tuck pointing the exterior and that would be added to maintenance s tasks.

MONTHLY STATISTICS Erickson reported on the statistics, noting how low they were as expected due to COVID- 19. He asked if it was helpful for board members to even see this right now. The board agreed that they would still like to see them as it provides a reference point for the library s recovery from being shut down. It was suggested to add Corona Virus to the stats so that we can remember why they looked this way in the future.

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN Mannchen reported on the Monarch meeting of May 14 th. She noted that there had been a financial audit performed and that it had been received and reviewed in good order. She reported that their primary goal at the moment was to find a replacement for executive director Jennifer Chamberlain, who would be finishing out this week. They are hoping to have a hire within 2 weeks. She lastly reported that Monarch received a grant for a program called Beanstalk for summer reading. FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends have not met since closure. The bookstore had moved and the Friends had been very gracious about being moved and had filled in all the shelves again.

ELECTION OF OFFICERS NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2020 - 2021 (CLOSED BALLOT PERMITTED) PRESIDENT VICE PRESIDENT Whelton moved to nominate Quinn for President. Albrinck seconded. The motion unanimously passed. Whelton moved to close the nominations for President. Guevara seconded. The motion unanimously passed.

Quinn moved to nominate Norman for Vice President. Whelton seconded. The motion unanimously passed. Whelton moved to close the nominations for Vice President. Guevara seconded. The motion unanimously passed. Whelton then moved for the elections to be closed with a unanimous ballot. Donohue seconded. The motion passed.

REMARKS FROM OUTGOING AND INCOMING OFFICERS Quinn thanked the board and expressed her excitement at continuing on with such a great group.

ADOPT SCHEDULE OF MEETINGS FOR 2020 2021 Albrinck moved to adopt the proposed 2020 / 2021 meeting schedule. Whelton seconded. The motion passed.

APPOINT FINANCE OFFICER FOR 2020 - 2021 PRESIDENT Quinn appointed Kyle Whelton as the finance officer for the 2020 - 2021 term.

CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION PRESIDENT Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.

CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MOARCH BOARD PRESIDENT Quinn appointed Mannchen to serve on the Monarch board as a liaison for Mead.

APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS
PRESIDENT Committees will remain the same as this past year.

APPOINT AD HOC COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS
PRESIDENT Committees will remain the same as this past year.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (6 / 25 / 20 @ 3: 00 pm)

ADJOURN MOTION TO ADJOURN Campe moved to adjourn the meeting, Whelton
seconded. The motion passed.

Being no further business, the meeting adjourned at 4: 26 p.m. Generated by
Sydney Mehn on Tuesday, June 2, 2020.