

City of Sheboygan
2020-04-02

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Minutes Mead Public Library Board of Trustees April 2, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 2, 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, Nancy Mannchen, Vice-President Kathie Norman, 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. Public attending: City Administrator Darrell Hofland and Human Resources and Senior Services Director Vicky Schneider. Board of Trustees members absent: Marcos Guevara.

OPENING OF MEETING: ROLL CALL TRUSTEES ALBRINCK, CAMPE, DONOHUE, GUEVARA, MANNCHEN, NORMAN, QUINN, SPETH AND WHELTON MAY ATTEND REMOTELY. Quinn called the meeting to order at 1: 00 p.m. She determined there was a quorum present. Roll call present were: Campe, Donohue, Mannchen, Norman, Quinn, Speth and Whelton.

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 March 18, 2020 meeting, Mannchen seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: UPDATE ON SERVICES Quinn started the discussion by thanking staff for being so flexible and creative during this time. Erickson updated the group that Chase was working on updating the wireless access points so that the internet can be accessible during the day from the parking lot. Prentice next spoke, expressing her gratitude to public services staff for responding readily with new tech and remote services. She especially thanked Anneliese and Chase for their hard work on all the tech aspects. She then announced that the staff are still available from 9 - 5 via phone, email and chat. She indicated that the volume of patrons was not the same, however it was steady. Staff are also implementing online programs, such as book clubs, blog updates and Facebook Live programs such as Lil Rev. Staff is also gathering FAQ info for the website and for the front doors, she noted that the Sheboygan s vulnerable population still rely on the library s front doors for information, and so they are being used as a bulletin board of sorts right now. Other updates and work being done include collection development work, database updates and Summer/Fall program planning.

HUMAN RESOURCE POLICY CHANGES Hofland first spoke regarding the creation and implementation of a policy for non-essential staff. The city decided to

mimic the state policy with a COVID- 19 leave of 80 hours input for staff. Once that time is up, all non-essential staff will be paid 80 % of their time, and will be expected to use vacation or discretionary time for the other 20 %. Schneider noted that for a 40 -hour work week, 32 hours would be paid and 8 hours would be discretionary. She also noted that the 80 hours of leave began on 3 / 30 / 2020 and will go until 4 / 13 / 2020. Hofland indicated that the goal of the policy is to keep staff on payroll, and avoid anyone needing to file for unemployment. Quinn next spoke noting that the policy that is being created does not need approval from council. She further noted that City Attorney Chuck Adams agreed that Erickson should be a part of the policy decision process. Hofland warned that the policy is still in draft mode as changes continue to come in daily and they are trying to avoid confusion. He will however share the policy with the library so that we can view and weigh in. Alderperson Donohue next spoke, reminding the group that this policy was created with the best of intentions, and she hopes that we will all be in support of the policy and the efforts put into it. She also praised the work put in by Prentice s staff and expressed her amazement at the creativity. Norman raised the question about what new info was being presented here in this policy? Quinn explained that the policy that went out on Friday mistakenly did not include the portion about the 80 / 20 hours. Hofland noted that the 80 hours and the 80 / 20 policy was in addition to any policies by federal legislation. At this point, Albrinck joined the chat. Norman then inquired about whether the library had the most non-essential employees or were there other entities with this issue? Schneider responded, noting that the definition of non-essential is whether you are emergency personnel or whether you can work from home. In looking at this policy they did determine that the city runs pretty lean in that there are not a lot of extra employees. She noted that Transit as well as the Senior Center also had non-essential employees. They are actively looking for other projects for these staff members to work on, some from other departments. Nessman indicated that they have been able to find some projects for non-essential staff to do from home, however not all of the hours they would normally have. The group next discussed the problems that will come when the library re-opens, including the influx of returned items. Norman asked what would happen with all the extra work? Erickson noted that due dates are being extended in the hopes that people will keep their items for longer. Nessman noted that it is a worldwide issue and concern. Some ideas had been to extend due dates and double up on staffing once the library re-opens. The idea arose to pay non-essential staff ahead of time for the extra work they will be doing. Schneider cautioned that a sudden increase in hours could change classifications of staff members within the 52 -week period. Some of those benefits cannot be changed once they are made. DeAmico noted that all hours are being tracked so that they don t go over. Whelton moved to approve the authority of Erickson to implement this policy as he sees fit. Speth seconded. The motion passed.

BUILDING PROJECTS Erickson reported that there were not many staff in the building, and as such this is a great time to get some contractors in to quote projects. Nessman reported that lighting on the stairs and outside would be changing from fluorescent to LED. DeAmico reported that the administrative office would like new furniture while the carpet is being replaced. Norman inquired about where the funds were coming from in the budget, and DeAmico noted that these projects were budgeted with 850 funds. Nessman next noted that painting is getting done. Maintenance can do most of it, but there are a few spots on the stairs where special equipment is needed. She last reported that we have quoted a Material Return Room that would be used for sanitization of returned materials. It would be an 8 x 8 room in the page workroom. It would be

equipped with a heater, fan and exhaust system. Norman moved to approve all four projects as presented. Albrinck seconded. The motion passed.

UPDATE ON MEAD LIBRARY SERVING AS A POLLING STATION ON ELECTION DAY
Erickson reported that the library would still serve as a polling station, with the gate down for no access to the library. Poll workers will be cleaning and sanitizing as the day goes on.

PERSONNEL UPDATE Erickson reported that Dawn Klister had resigned, and taken a job at Safe Harbor. He noted that they would be looking at a strategy for hiring for that position. Norman suggested that, while it should not be posted now, we should not wait until everything is back up and running again before posting it.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (4 / 23 / 20 @ 3: 45 pm)

BOARD OF TRUSTEES FINANCE COMMITTEE MEETING (4 / 23 / 20 @ 3: 00 PM)

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

Being no further business the meeting adjourned at 2: 00 p.m. Generated by Sydney Mehn on Thursday, April 4, 2020.