

City of Sheboygan
2020-01-23

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MinutesMead Public LibraryBoard of TrusteesJanuary 23, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 23, 2020 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Cheryl Nessman, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Nancy Mannchen. Public present: Diane Kallas

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 45 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. Norman moved to approve the minutes from the November 21, 2019 meeting, Donohue seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that there had been a firearms ordinance passed, we will be supplied with a decal for our doors. There will also be firearms training held 1 / 30 / 20.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DIANE KALLAS AS MEAD PUBLIC LIBRARY STAFF MEMBER. Norman moved to approve the resolution in honor of the service of Diane Kallas; Whelton seconded the motion. The motion passed.

COMMITTEE REPORTS: FINANCE COMMITTEE KYLE WHELTON, CHAIR. REPORT OF 1 / 23 / 20 MEETING Whelton turned the report over to DeAmico who noted that the end of year report would be coming, hopefully before the next full board meeting. She is waiting on the final numbers from the City.

FINANCE REPORT.

- 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS)
- 2). RECEIVE MONTHLY 2018 BUDGET STATUS REPORT TO DATE.
- 3). REPORT OF GIFTS RECEIVED KYLE WHELTON. Whelton reported that MPL had received donations totaling \$23,501 from 9 - 26 - 19 to 1 - 23 - 20.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: MONARCH LIBRARY SYSTEM MEMBERSHIP AGREEMENT Erickson introduced the new Monarch membership agreement. No major updates or changes had been implemented. Donohue moved to accept and agree to the membership as presented. Whelton seconded. The motion passed.

STAFF IN-SERVICE DAY ON MARCH 13 Erickson reported on the proposed staff in-service date of Friday March 13 th. Whelton moved to approve the closing of the library on March 13, 2020 for the staff in-service. Albrinck seconded. The motion passed.

OPERATIONAL PLAN UPDATE Prentice presented the finalized version of the operational plan. No comments were brought up.

FINE FREE INITIATIVES Erickson began the conversation by showing a short TED Talk on the subject. The discussion continued after with many comments and ideas. Donohue noted that we should be very careful with how the program would be implemented, and that we ought to find out how it has worked for other libraries. Another consideration is how to track the results of this initiative. Whelton suggested a phased approach, with youth being the first group to benefit from the change. Albrinck suggested that statistics could be shown by district. Quinn compared the initiative to that of the school lunch program, noting that children were never punished for the parent s lack of funding. Norman suggested that there should be a clear line in the policy, for example: no fines for late items, but replacement costs would still apply. Guevara noted that he was an advocate for eliminating fines retroactively. He noted that policies that are put into place should answer at least one of three questions: Is it causing harm or not causing harm, is it correcting a past harm, and is it elevating the people that we serve. DeAmico discussed the financial impact on the operating budget. While it is not a substantial part of our bottom line, it is a large chunk of money that we would have to make up in some other way. Erickson is going to gather info from other Monarch libraries that have implemented this and bring it back next time for consideration. In the meantime he assigned board members to research the topic and be prepared for discussion.

ITEMS FOR THE AGENDA OF JOINT LIBRARY BOARD AND CITY FINANCE MEETING ON 1 / 27 / 20 Erickson reported that the City Finance and the Library Board s annual joint meeting would take place on Monday, January 27 th at 5 p.m. Items for discussion would be the parking lot meters and concerns over the City budget/staff pay scales. Quinn also intends to give a brief recap of 2019 in the form of an annual summary.

2020 BOARD OF TRUSTEES SCHEDULE OF MEETINGS The meeting schedule was presented as an FYI for the group.

DIRECTORS REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice reported that there was not a lot to discuss this month, that it had mostly been reoccurring programs in January. She did note our Maker in residence program, and further introduced 2 new staff members: Erica Huntzinger and John Tully. She also reported that there were new online resources. Knowledge City is replacing Lynda, we also have digital New York Times, an update to our historical

Wisconsin newspapers, Chilton manuals, American Mosaic and Culturegrams. Lastly, she informed the group that she and Jennifer Chamberlain would be speaking with Terry Katsma, Devin LeMahue and Tyler Vorpapel at Library Legislative Day. In addition, she and Alison Loewen will be attending PLA in Nashville in February.

UPDATE ON BUILDING PROJECTS Nessman reported on the projects around the library. She noted that the Makerspace enclosure is finished. She also noted that we are waiting on the fireplace inserts. Lastly, she noted that the maintenance staff will be painting throughout the library.

MONTHLY STATISTICS INCLUDING CHANGE TO WIRELESS METRIC Stats were presented. Nessman noted that the wireless stats will be changing soon. The new stats will be recording unique devices as opposed to accesses. This way the count will be more accurate, but will probably be lower than it has been.

Donohue left at 4: 55

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN. Mannchen was out sick, so this item will be tabled until next month.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Quinn reported on the Foundation meeting the day prior. She discussed the author visit by both David Sheff and now Nic Sheff, to be held on April 22, 2020. The group has partnered with the SASD and the Sheboygan Public Education Foundation to have Nic speak to the 8 th graders in Sheboygan. Lastly, she spoke on the mini golf event coming on August 22 and 23, 2020.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. Mehn reported on the Friends annual meeting and board meeting. She noted the Friends participation in the Mini Golf event raffle. The baskets will be: Experience Sheboygan, A taste of Wisconsin and Destination Kohler. She advised that anyone with items/suggested places/ideas should speak to her.

UPCOMING MEETINGS JOINT MEETING WITH LIBRARY BOARD AND FINANCE AND PERSONNEL COMMITTEE (1 / 27 / 20 @ 5 PM)

LIBRARY BOARD OF TRUSTEES (2 / 27 / 20 @ 3: 45 PM) WE WILL DISCUSS PALACES FOR THE PEOPLE, REACH INTRO AND CHAPTERS 1, 3 AND 6

LIBRARY FINANCE COMMITTEE (4 / 23 / 20 @ 3: 00 PM)

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

Being no further business the meeting adjourned at 5: 06 p.m. Generated by Sydney Mehn on Wednesday, January 29, 2020.

