

City of Sheboygan  
2019-11-21

BHUM3T58CBF7

Minutes Mead Public Library Board of Trustees November 21, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 26, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, 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, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Marcos Guevara and John Motiska.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 50 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 September 26, 2019 meeting, Mannchen seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reminded the board that the Yuletide reception is on December 6 th and extended an invitation to all board members as her guest.

COMMITTEE REPORTS: HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 11 / 6 / 19 MEETING Norman discussed the HR Meeting. The meeting will be described in more detailed during closed session.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: WI DPI YOUTH SERVICES DEVELOPMENT INSTITUTE Erickson introduced Alison Loewen, Children s Services Librarian. She spoke on the projects that she has been working on and has accomplished during her time here at Mead. She further reported back on her completion of the program she was taking through the Youth Services Development Institute.

2020 HOLIDAY SCHEDULE Mehn noted two areas on the schedule. Donohue moved to approve the 2020 holiday schedule as presented. Campe seconded. The motion passed.

MEETING ROOM POLICY Prentice discussed the changes to the meeting room policy, noting the changes to the private parties and to the successive meetings. Whelton moved to accept the updated policy as presented. Donohue

seconded. The motion passed.

DIRECTORS REPORT UPDATE ON RECRUITMENT OF SUPPORT SERVICES MANAGER POSITION  
Erickson reported on the updated hire for the Support Services Manager position:  
Cheryl Nessman has accepted the position and will begin on December 2 nd.

UPDATE ON OPERATIONAL PLAN Prentice reported on the updated operating plan.  
The focus was becoming a change agent within the community. The plan also  
focuses the staff on diversity, equity, and inclusion. The document also  
outlines how to measure these changes. Prentice advised the group to read the  
documentation and the topic will be brought back to the next board meeting.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on services and  
programming. Dia de los Muertos brought in approximately 220 people, The Great  
Decisions sessions consistently brought in 40 + per session, the Book Festival  
saw 1400 participants, Ada Lovelace Tea & Tech brought in 50 girls and the  
Academy talk brought in 50 participants. Upcoming projects will include mass  
marketing through Idea Works, marketing merchandi