

REVISED Minutes Mead Public Library Board of Trustees September 26, 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, Marcos Guevara, 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: John Motiska.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 47 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 June 27, 2019 meeting, Mannchen seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that a ribbon cutting would take place in the plaza on Monday, October 7, 2019 at 4: 30 p.m. Quinn passed around Mead bags as a gift to all trustee members.

COMMITTEE REPORTS: FINANCE COMMITTEE KYLE WHELTON, CHAIR, REPORT OF 6 / 27 / 19 MEETING Whelton reported on the Mead Public Library Finance committee meeting. The accounts payables were reviewed and determined to be in good order.

FINANCE REPORT:

- 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS).
- 2). RECEIVE MONTHLY 2019 BUDGET STATUS REPORT TO DATE.
- 3). REPORT OF GIFTS RECEIVED - KYLE WHELTON Whelton moved to approve payment of expenditures, including payroll, and recurring expenses, gifts and special revenues. Donohue seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: FUND BALANCE POLICY. Erickson reported on the Fund Balance Policy. After some discussion, it was recommended that the last sentence be removed. Whelton moved to revise the Fund Balance Policy as presented. Campe seconded. The motion passed.

2020 OPERATING BUDGET Erickson presented on the change to the budget the library had submitted. Due to state levy, the budget had to be re-calculated to cut 1 % out of the original budget. Much discussion took place. DeAmico had brainstormed several ways to make the reduced amount work and presented 3 options to Erickson. DeAmico and Erickson presented an option that would allow the library to still give merit increases, while holding back on new staff and lowering starting wages of retiring positions. Whelton moved to approve option 3 as presented. Norman seconded. The motion passed.

RESTRICTING LIBRARY RESERVE FUND DeAmico presented the 2018 fiscal year end reserve funds. DeAmico stated that the Library has a healthy reserve after the \$25,000 restricted Insurance reserve, and 25 % of the reserve as the Rainy Day Fund, which leaves a balance for 2018 of \$74,306.67 as the unreserved fund balance. DeAmico proposed for \$10,000 - \$15,000.00 per year beginning with the 2018 reserve balance based on the excess above the 25 % for Contingency fund to be put into the restricted roof repair reserve. Whelton moved to allocate the funds noted to a restricted reserve account for roof repair. Mannchen seconded. The motion passed.

FOUNDATION FUNDRAISER IN AUGUST 22 & 23, 2020 Erickson informed the board about the Foundations plans to host a mini golf fundraiser at the library on 8 / 22 / 2020 and 8 / 23 / 2020. He noted that the library would need to close early on Saturday 8 / 22 / 2020 in order to accommodate set-up. Donohue moved to close the library at 12 p.m. on 8 / 22 / 2020. Whelton seconded. The motion passed.

STAFF SURVEY BY CITY HR DEPARTMENT Erickson reported on the completed staff survey by city HR department. The library had great results from staff with a few key areas to work on. He noted that the city strategic plan will be posted for staff. In addition, communication is an area to be worked on between departments/management.

DIRECTORS REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice began by reporting that the ALA Lynda program would be changing soon to become part of LinkedIn Learning. This would require people to have a LinkedIn account, which is against our privacy policy. She noted that we are looking at Knowledge City instead, which would also be a cost savings for us, so there may be other platforms added as well. She next reported on the latest programs at Mead: 500 Books Before Middle School is a new program aimed at continuing literacy into middle school. The first in the Great Decisions series drew 50 people. The Repair Caf, with Habitat for Humanity was a success with about 12 people participating, all who brought their own lamps. The library will be having another scientist in residence, this time an animal specialist, and the program will run for 4 - 6 weeks. Ada Lovelace day is coming up which will be paired with our Girls STEM Day. The Sheboygan Children & Teens Book Festival is also upcoming on October 12 & 13. Late @ The Library Zombie Prom is also upcoming on October 18, which will be an adult themed Halloween party. Lastly, Prentice advised that a future meeting room policy would be coming. The current policy is still causing some issues.

MERCHANDISE SALES Erickson highlighted the new promotional material that the library is selling: Men s, Women s and Children s tee shirts, as well as coffee mugs. He also talked about the upcoming project on the Ruben Vega paintings being reprinted into cards, calendars, etc.

UPDATE ON OUTSIDE/BUILDING PROJECTS Kallas reported on all the projects around the library: The carpeting is completed, with only a little bit left to do in the Imaginarium. HVAC control work is being done currently with the basement first, then 3 rd floor and so on. Final work is being completed on the cooling towers as well. We are awaiting work on the makerspace until after some upcoming events. IT room progress is also on hold awaiting parts. The Wi-Fi has been updated throughout the building. The outside fence is down and there will be a ribbon cutting ceremony upcoming.

MONTHLY STATISTICS Erickson reviewed the August statistics noting that Mead has become a net borrower, primarily of older items and movies from other libraries. Otherwise the statistics were found to be in good order.

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN. Mannchen reported on the 9 / 12 meeting. Amy Birtell has submitted her resignation due to her health concerns and the group accepted with sadness. With that, the budget is being looked at in order to hire another director. Lowell library will be closing it s doors, unsure of where the inventory will go to or what will remain. An ad hoc committee is looking at keeping Monarch in compliance with state regulations and such. Lastly, Mannchen mentioned that she is involved in a Book Mobile Committee that is looking at working with/on the wrap on the book mobile.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Norman reported on the Foundation meeting of 9 / 25. She informed the group that Schenk had presented their review of tax documents for the year and that all was in good order. She further presented that the Foundation would be hosting the mini golf fundraising event, as well as an author visit by David Sheff. Lastly, she reported that the Foundation had approved the 2020 wish list for \$51,000.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. Mehn attached the report and it was found to be in good order.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (10 / 24 / 19 @ 3: 45 PM)

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

Being no further business the meeting adjourned at 5: 04 p.m. Generated by Sydney Mehn on Monday September 30, 2019. REVISED by Sydney Mehn on Thursday February 6, 2020.

