

City of Sheboygan
2019-07-25

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MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3: 45 PM - The Loft Meeting Room
(Thursday, July 25, 2019)Generated by Sydney Mehn on Friday, July 26, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on
Thursday, July

26, 2019, in The Loft. The following Board of Trustees members were present:
Board President Maeve Quinn, Vice-President Kathie Norman, Meg Albrinck, Chris
Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, John
Motiska, and

Sherry Speth. 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: Chris Campe and Kyle Whelton.

1. OPENING OF MEETING.

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT

Quinn called the meeting to order at 3: 47

p.m. She determined there was a quorum present.

1.2 PLEDGE OF ALLEGIANCE

Quinn led the Pledge of Allegiance.

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

1.4 APPROVAL OF MINUTES

Albrinck moved to approve the minutes from the June

27, 2019 meeting, Norman seconded the motion. The motion passed.

1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS Quinn
congratulated and reported that DeAmico had completed her 3 year coursework to
become a certified municipal treasurer

and had also been voted the class speaker.

2. COMMITTEE REPORTS. No committee reports.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION.

3.1 DPI STATE LIBRARY STANDARDS. Erickson reported on the DPI state library standards noting our progress in some areas, and improvement needed in others. Our budget and collections/materials were noted as being in good shape, with our service hours and audio recordings content needing work. It was noted that hours increase would mean more staff. It was also noted that audio content is no longer as popular as e-content.

3.2 WIRELESS EQUIPMENT. Erickson reported that Monarch is working on updating their network service, and moving towards standardized IT support of wireless hardware. The new system would allow Mead additional access points to get better coverage throughout the library. DeAmico reported that we would be able to comfortably afford the expense; that the monthly service fee has already been worked into the 2020 budget, and the timing is good with the construction of Chase's new office.

Mannchen stated that all libraries within Monarch had approved the upgrade except for the Lowell library. A question was brought up regarding tiers of wireless

service, like an airport would have. Is it possible to offer higher speed wireless to

library card-holders? Erickson will look in to this. Norman moved to approve the wireless equipment upgrade. Guevara seconded. The motion passed.

3.3 PRIVACY POLICY UPDATE Erickson and Prentice reported on the update to the privacy policy, noting cleaned up wording, and changes based on the ALA standards toolkit. Donohue moved to approve the updated privacy policy as presented. Mannchen seconded. The motion passed.

4. DIRECTOR'S REPORT.

4.1 UPDATE ON SERVICES AND PROGRAMMING. Prentice reported on the June programming. She noted that the first Family Night on the City Green had seen 250 people in attendance, with 75 people each night after.

The Adult Spelling bee had been another popular program with approximately 75 people in attendance. The Late @ the Library event will take place tomorrow on 7 / 26 / 19 and will be space themed, with Spaceport Sheboygan presenting.

Upcoming programs include the Great Decisions series in the fall, as well as a Repair Cafe with the Re-Store where the programs will consist of various projects that will focus on a different

theme each time. The first program will be rewiring broken lamps.

4.2 UPDATE ON OUTSIDE/BUILDING PROJECTS. Kallas reported on all the various projects. The outside updates include: the

driveway is

set to be paved tomorrow, trees have been delivered and are being placed, the bronze plates are being cleaned and lights are being added. Within the library projects include: 2 nd floor carpeting is about halfway done, the server room is currently being built/worked on, the Makerspace wall project is out for bid and will include the removal of the spiral staircase and the emergency lights are being put onto a timer to eliminate wasted electricity. A question arose about whether the city would be hosting any sort of celebration once the plaza is completed. We will look into it and plan something if they are not.

4.3 MONTHLY STATISTICS. Erickson reported that the June statistics were down in general. Causes for this include the construction outside, closings and incidents that have happened here.

5. LIAISON REPORTS.

5.1 MONARCH LIBRARY SYSTEM - NANCY MANNCHEN. Mannchen reported on the July 11 th meeting of the Monarch board. The 2020 budget was accepted but will be reviewed in the fall. It is anticipated to be flat. There will be a Polaris upgrade on August 13 th. Lastly, there is a data backup system being put in place, with data being stored in either Madison or Oshkosh, a membership agreement will be coming out soon.

5.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN/KATHIE NORMAN. Norman and Erickson reported on the committee meetings of the Foundation as the full board will not meet again until September. They reported on the special events committee formation in order to organize the Mini Golf Tournament in August of 2020 and the David Sheff author visit in 2020.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - SYDNY MEHN. Mehn reported that the Friends were actively looking for ways to increase presence in the community and were experimenting with promotional items for sale.

6. UPCOMING MEETINGS.

6.1 LIBRARY BOARD OF TRUSTEES (9 / 26 / 19 @ 3: 45 PM)

7. ADJOURN.

7.1 MOTION TO ADJOURN Norman moved to adjourn the meeting. Guevara seconded. The motion passed.

Being no further business, the meeting adjourned at 4: 39 pm.