

City of Sheboygan
2019-04-25

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Minutes Mead Public Library Board of Trustees April 25, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 25, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Meg Albrinck, Chris Campe and Nancy Mannchen. 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: Financial Officer Dolcye Johnson, Alderperson Mary Lynne Donohue and Kyle Whelton.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 48 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. Albrinck moved to approve the minutes from the March 21, 2019 meeting, Mannchen seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Mead will have three new board members beginning in May. They will be Sherry Speth, who will be fulfilling Dirk Zylman s term, Marcos Guevara, and John Motiska, who will be filling Amanda Salazar s term. Quinn also reported that the May meeting would be the annual meeting, which will include elections and committee appointments. Quinn asked that anyone with a specific committee interest should let her know.

COMMITTEE REPORTS: STRATEGIC PLAN COMMITTEE MAEVE QUINN, CHAIR. REPORT OF MEETINGS ON 4 / 10 / 19 & 4 / 16 / 19. Quinn reported on the progress the committee was making. The group is further along than was initially anticipated, with a mission, vision and values already created. Now the group is beginning the work on the strategic plan itself.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: FOOD POLICY. Prentice reported on the policy updates, noting the removal of the Imaginarium from areas not allowed food. Campe moved to approve the new policy as presented. Norman seconded. The motion passed.

CODE OF CONDUCT POLICY. Prentice again reported on the policy update,

noting the addition of the words Materials and Equipment to the damaging, defacing destroying or stealing library property. Albrinck moved to approve the new policy as presented. Norman seconded. The motion passed.

DIRECTORS REPORT UPDATE ON STAFFING CHANGES Erickson announced that after 31 years, Penny Schwartz will be retiring at the end of May. HR Committee to meet to discuss T.O.

UPDATE ON CIP PROJECTS Kallas reported on the current projects. The 2 nd floor and staircase carpet samples are here and are being decided on. Installation to happen in early to mid-July. The server room and the HVAC controls are currently out to bid. A question arose about having cameras in the parking lot? Garrett will contact Transit to look into this. The other new cameras will have wider angles. The IT room plans are currently being worked on. New computer tables for the 2 nd floor will be going in soon, the new chairs have already been put out. Work has begun on the Teen Center soundproofing, and the Makerspace wall. A question was brought up about the flooring in the Makerspace. It was suggested that we should place a more durable floor than tile in order to have it last longer. Erickson will look into this. The sump pump will be installed on May 3 rd. Lastly, the plaza project work has begun. A question arose about the return slot receipt printer. We will continue to work with the company to resolve the issues.

POTENTIAL AUTHOR VISIT IN 2020 Erickson spoke regarding the potential collaboration with the Port Washington library to bring in author David Sheff, who wrote the book Beautiful Boy. The group discussed what that might look like, and the cost associated with it. The consensus was that Erickson should continue to move forward with the process.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead: Money Smart Week, which partners ALA and the Federal Reserve Bank, held their shred event in collaboration with Kohler Credit Union and saw around 200 people. The Academy speaker talk on genomics brought in 65 people. Looking ahead, May 4 th is Comic Con, and May 20 th the Summer Reading Program will begin. The date has been bumped up the last few years to allow for us to get into the schools for sign ups.

MONTHLY STATISTICS Erickson reviewed the April statistics and they were found to be in good order.

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN. Mannchen reported on the Monarch library system. The system has hired an interim director, a contract is being drawn up. The contract would be for 1 year, with reviews every 6 months. Mannchen also noted that Monarch now has apparel available for purchase on their website.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Norman reported that the Foundation had met the day prior, noting new board member Steve

Stauber. She discussed the decision to move forward with the Golf event here at the library, as well as the author talk.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. Mehn reported that the Friends annual meeting had gone very well, with just over 30 in attendance. She also reported that there had been 4 additions to the Friends board, Kathy Nelson, who will fulfill Biederwolf s term, Sandy Loth, Petra Boldt, and Hayley Shirk.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (6 / 27 / 19 @ 3: 00 PM)

LIBRARY BOARD OF TRUSTEES (6 / 27 / 19 @ 3: 45 PM)

ADJOURN MOTION TO ADJOURN Campe moved to adjourn the meeting, Albrinck seconded. The motion passed.

Being no further business the meeting adjourned at 4: 45 p.m. Generated by Sydney Mehn on Thursday, May 2, 2019.