

City of Sheboygan  
2019-03-21

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Minutes Mead Public Library Board of Trustees March 21, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 21, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Alderperson Mary Lynne Donohue, Chris Campe 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: Meg Albrinck and Nancy Mannchen.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 46 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. Johnson moved to approve the minutes from the February 28, 2019 meeting, Whelton seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Alderperson Rosemarie Trester had resigned and that there would be a vote on Tuesday for a new Alder. Quinn also reported that there will be a Dark Store Referendum Presentation at Mead on the following Wednesday.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 3 / 21 / 19 MEETING. Johnson reported on the Mead Public Library Finance committee meeting. The accounts payables were reviewed and determined to be in good order. The Y-T-D budget and 2018 end of year budget were not available to view as DeAmico had not received all the information she needed 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 DOLCYE JOHNSON. Johnson moved to approve payment of expenditures including payroll and recurring expenses, gifts and special revenues. Donohue seconded the motion. The motion passed.

STRATEGIC PLAN COMMITTEE MAEVE QUINN, CHAIR. REPORT OF MEETINGS ON 3 / 6 / 19 & 3 / 19 /

19. Quinn reported on the progress the committee was making. The group has

decided on core values for the strategic plan, which will be the pillars of the rest of the plan.

#### ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

**DIRECTORS REPORT UPDATE ON CURRENT PROJECTS** Kallas reported on the current projects. The 2 nd floor and staircase carpet bids are back and the final accepted bid will cover both the 2 nd floor and the staircase. New water bubblers are set to be installed on Friday April 12 th. New security cameras are being installed. 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 once the carpet is completed. The roof quotes came in higher than expected, however are necessary. The fireplace inserts will be quoted out soon. We are waiting on a sump pump still for the elevator shaft. Lastly, the plaza project work will begin in a few weeks, with completion expected within 70 days.

**UPDATE ON SERVICES AND PROGRAMMING** Prentice reported on the latest programs at Mead: WinterGreen on March 16 th brought in between 300 - 500 people, Spring break programs were going to be STEAM themed, and Money Smart Week is upcoming which partners ALA and the Federal Reserve Bank.

**MONTHLY STATISTICS** Erickson reviewed the February statistics and they were found to be in good order. He noted higher e-content stats.

**LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN.** Norman reported in Mannchen s absence. The system had two board members who are serving as interim director in Birtell s absence. They will be hiring an interim director soon.

**MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN.** Quinn reported that the Foundation had not met yet for March, however the current projects included the Spring mailing, local Foundation ask letters and the mini golf fundraising event for 2020.

**FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN.** Mehn reported that the Friends bookkeeping will now be handled by DeAmico and Marge Giesen (Friends secretary). Mehn further reported on the potential board candidates for the April annual meeting, and lastly reported on the annual gift of reading campaign.

**UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (5 / 23 / 19 @ 3: 00 PM)**

**LIBRARY BOARD OF TRUSTEES (4 / 25 / 19 @ 3: 45 PM)**

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

Being no further business the meeting adjourned at 4: 30 p.m. Generated by Sydney Mehn on Monday, April 08, 2019.