

City of Sheboygan
2019-02-28

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Minutes Mead Public Library Board of Trustees February 28, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 28, 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, Meg Albrinck, 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: Nancy Mannchen.

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. Johnson moved to approve the minutes from the January 24, 2019 meeting, pending correction to the date; Whelton seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Governor Evers would be at the library on Monday evening for a local government roundtable from 4 5 p.m. Quinn further reported that Salazar had stepped down from her position on the BID as well as on the library board. Finally, Quinn reported that the county is still working on a replacement for Zylman.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 2 / 28 / 19 MEETING. Johnson reported on the Mead Public Library Finance committee. 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. 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: UPDATE FROM COMMUNITY RESOURCES AND PUBLIC SAFETY SPECIALIST DAWN KLISTER: Klister reported on her first 6 months of employment. Her primary goals had been to increase communication about security issues and train staff. She reported that the library had seen fewer calls to the Sheboygan Police Dept. overall, however there were more arrests. She also reported that she has been working with the following organizations: Housing Coalition, Youth Agency Network, Runaway and Youth Services, Sheboygan Police Department and Lakeshore CAP. Staff will have training next week during the in-service to deal with difficult or belligerent patrons. Klister ended by relaying two stories of problem patrons that had been turned into a positive experience: one that Klister was able to help get housing for and the other that ended up volunteering to pay off his fines.

At this point in the meeting, Alderperson Donohue left the meeting.

2019 CIP PROCESS AND PROJECTS Erickson reported on the upcoming CIP plans for 2019 - 2020. The library will submit to the city the 2 nd floor and staircase re-carpeting, as well as the HVAC controls. Norman moved to accept the City CIP grant of \$40,000 to cover part of these expenses; Campe seconded. The motion passed. Johnson moved to approve the sump pump and water cooler expenditures as presented; Whelton seconded. The motion passed. It was decided that items 9 and 10 on the CIP list would be put off until 2020.

ANNUAL REPORT SUBMITTED TO THE CITY OF SHEBOYGAN. Whelton moved to approve the annual report submission to the city. Norman seconded. The motion passed.

ANNUAL REPORT SUBMITTED TO THE DEPARTMENT OF PUBLIC INSTRUCTION. Whelton moved to approve the annual report submission to the DPI. Campe seconded. The motion passed.

LIBRARY BOARD MEETING ANNUAL SCHEDULE. Erickson reported on the idea of eliminating some of the trustee meetings during some of the more difficult months of the year to achieve quorum. Whelton moved to approve eliminating August 22 nd and December 19 th from the meeting schedule on a trial basis. During those two months, the finance officer will still meet with the business manager and sign off on payments of expenditures. Albrinck seconded. Johnson opposed. The motion passed.

DISCUSS ARTICLES Erickson brought forth one new article for the board to consider in thinking ahead to developing a new strategic plan. The strategic planning committee is scheduled to meet on 3 / 6 / 19.

DIRECTORS REPORT UPDATE ON CAPITAL PROJECTS Kallas reported on the current projects. The 2 nd floor and staircase carpet is currently out for bid. The phone system transition was a very smooth process and is now complete. Painting is scheduled to be completed once winter is over.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead: Beginner Python, Play Dough Palooza, and the Let s Dish book club. She also advised on the upcoming program WinterGreen on March 16 th. She lastly reported that Susan Durant in youth services has moved to full time status, and that the staff in service will be held March 8 th.

MONTHLY STATISTICS Erickson reviewed the January statistics and they were found to be in good order. He noted that the stats were lower in January due to weather and weather related closings.

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN. Report was distributed in Mannchen s absence. The system had met on 2 / 14. Items discussed were that Monarch is in good financial shape, and deciding on course of action for the interim replacement of Amy Birtell, who has had health issues the last few months.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Quinn reported that the Foundation meeting for February had been cancelled due to very few agenda items. She reported that the Foundation finance committee had met however, and the MPL finances had taken a dip at the end of the 4 th quarter, but the market is coming back around.

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, the annual gift of reading campaign, and the buy one get one sale the Friends will be having during WinterGreen.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (3 / 21 / 19 @ 3: 00 PM)

LIBRARY BOARD OF TRUSTEES (3 / 21 / 19 @ 3: 45 PM)

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

Being no further business the meeting adjourned at 5: 00 p.m. Generated by Sydney Mehn on Tuesday, March 5, 2019