

City of Sheboygan  
2018-12-20

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MinutesMead Public LibraryBoard of TrusteesDecember 20, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 20, 2018 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, Nancy Mannchen, Amanda Salazar and Kyle Whelton. Staff members present: Director Garrett Erickson, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Financial Officer Dolcye Johnson. Staff members absent: Business Manager Debbie DeAmico, Support Services Manager Diane Kallas.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 49 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. Whelton moved to approve the minutes from the November 15, 2018 meeting; Donohue seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that the new branding signage is going up around the library and for the board to take a look. He also showcased the new mpl website.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF BUSINESS MANAGER AND FINACIAL CHAIR MEETING. Due to Johnson and DeAmico being absent, this item was tabled until the January meeting.

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. Due to Johnson and DeAmico being absent, this item was tabled until the January meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: 2019 CIP PROCESS AND PROJECTS  
Erickson reported on the upcoming CIP plans for 2019 - 2020. The plans include 2nd floor re-carpeting, possible staircase re-carpeting, and HVAC controls.

MONARCH AGREEMENTS Erickson reported on two Monarch agreements, one is a general membership agreement, and the other is an ILL membership. Donohue moved to accept both agreements as presented. Whelton seconded the motion. The motion passed.

2019 MEETING SCHEDULES Erickson presented the 2019 meeting schedule. Donohue raised the question of requirements for meeting monthly. Erickson will look into the policies regarding this and return with a response next month. Whelton moved to accept the 2019 schedule for the time being. Campe seconded. The motion passed. At this point in the meeting, 4: 04 p.m., Trustee Donohue left.

DISCUSS ARTICLES Erickson brought forth two articles for the board to consider in thinking ahead to developing a new strategic plan. Good dialogue happened, with the board concluding that trustees should consider a few key points between now and the Strategic Plan meeting: first, what areas do we as a library want to have influence in? Second, do we want to consider changes to language here at the library as it reflects to the value of our services? Lastly, what community partnerships do we want to form in the future? The trustees will think on these points for future meetings.

DIRECTORS REPORT UPDATE ON CAPITAL PROJECTS Erickson reported in Kallas absence. The cooling towers have been installed. The controls will need electrical work next, and then training will happen in spring. The 2 nd floor and staircase carpet is currently being evaluated. We will be hiring a new cleaner soon. Lastly, the roof will be evaluated in January.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on services and programming. The Li-brewery takeover brought 60 people, Lil Rev s Chanukah Americana had 70 attendees, and the Make it @ Mead program creating snow globes brought over 200 people. Upcoming is the New Year, New You program in January.

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

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN/NANCY MANNCHEN. Norman reported that there had been no meeting.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Quinn reported on the Foundation. There was no December meeting, however she noted the success of the Yuletide event on Dec. 7 th.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. Mehn reported that the Friends did not have a December meeting

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (1 / 24 / 19 @ TBD)

LIBRARY BOARD OF TRUSTEES (1 / 24 / 19 @ 3: 45 PM)

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

Being no further business the meeting adjourned at 4: 39 p.m. Generated by Sydney Mehn on Wednesday, January 9, 2019