

---

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM - The Loft Meeting Roo

Meetings are held at the Mead Public Library, 710 N 8th Street, Sheboygan WI. Persons with disabilities who need accommodations to attend this meeting should contact Mead Library Administration at 920-459-3400 ext. 3411.

**1. OPENING OF MEETING**

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

1.2 PLEDGE OF ALLEGIANCE

1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING)

1.4 APPROVAL OF MINUTES

ATTACHMENT: Minutes Board of Trustees 10-25-2018.docx

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS

**2. COMMITTEE REPORTS**

2.1 FINANCE COMMITTEE - DOLCYE JOHNSON, CHAIR. REPORT OF BUSINESS MANAGER AND FINANCE CHAIR MEETING

2.2 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

ATTACHMENT: Donations Received Reports for October 2018.xlsx

ATTACHMENT: November 2018 YTD Income Statement.xls

ATTACHMENT: 2018 Visa Credit Card Charges.xlsx

ATTACHMENT: Donations Received Reports for November.xlsx

ATTACHMENT: Accounts Payables - November 2018.xlsx

2.3 HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 11/9/18 MEETIN

ATTACHMENT: Minutes Human Resources Committee 11-9-2018.docx

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3.1 UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK

ATTACHMENT: 2018 Staff Handbk-Library Addendum 11-15-18.doc

3.2 2019 HOLIDAY SCHEDULE

ATTACHMENT: MPL 2019 Holiday Schedule.docx

ATTACHMENT: COS 2019 Holidays Schedule.pdf

**4. DIRECTOR'S REPORT**

- 4.1 UPDATE ON CAPITAL PROJECTS
- 4.2 UPDATE ON SERVICES AND PROGRAMMING
- 4.3 MONTHLY STATISTICS

ATTACHMENT: Statistics MPL - Monthly Report.pdf

**5. CLOSED SESSION**

5.1 MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85(1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY

**6. RECONVENE IN OPEN SESSION**

- 6.1 MOTION TO RECONVENE IN OPEN SESSION
- 6.2 POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

**7. LIAISON REPORTS**

- 7.1 MONARCH LIBRARY SYSTEM - KATHIE NORMAN/NANCY MANNCHEN
- 7.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN/KATHIE NORMAN
- 7.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - SYDNY MEHN

ATTACHMENT: Friends of the Mead Public Library Meeting Report 11-2018.docx

**8. UPCOMING MEETINGS**

- 8.1 LIBRARY BOARD FINANCE COMMITTEE (12/20/18 @ TBD)
- 8.2 LIBRARY BOARD OF TRUSTEES (12/20/18 @ 3:45pm)

**9. ADJOURN**

- 9.1 MOTION TO ADJOURN

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall  
Mead Public Library  
Sheboygan County Administration Building  
City's website