

City of Sheboygan
2018-11-15

B68LC954D34C

Minutes Mead Public Library Board of Trustees November 15, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 15, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Meg Albrinck, Alderperson Mary Lynne Donohue, Nancy Mannchen and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Public Attendees: Mary Mitch. Board of Trustee members absent: Chris Campe, Amanda Salazar. Staff members absent: Support Services Manager Diane Kallas.

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. Donohue moved to approve the minutes from the October 25, 2018 meeting; Johnson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that there had been an inquiry into Mead s committee agendas and a request for the pledge to be performed at all committee meetings. Quinn is looking into this and will report back with more info. Quinn also announced that due to schedules, agenda item 5 and 6 would be moved up to the next item on the agenda.

CLOSED SESSION MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXEPTION SET FORTH IN WISCONSIN STATE STATUES 19.85 (1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY. At 3: 52 Donohue moved to go into closed session for the performance evaluation of the Library Director. Albrinck seconded. The motion passed. The roll call vote was as follows: Ayes-, Albrinck, Quinn, Norman, Whelton, Mannchen, and Johnson. Absent- Campe and Salazar.

RECONVENE IN OPEN SESSION MOTION TO RECONVENE IN OPEN SESSION. At 4: 25 p.m. Norman moved to reconvene into open session. Johnson seconded. The motion passed.

POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION. Quinn stated Erickson had a positive review. Quinn moved to renew the contract with Erickson and to increase his salary by two and a quarter percent (2.25 %) for the 2019 year.

Whelton seconded.

The motion passed.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 8 / 23 / 18 MEETING. Johnson reported on the Mead Public Library Finance committee. The Y-T-D budget and accounts payables were reviewed and determined to be in good order.

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 reported on the November 2018 Financials. Albrinck moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Mannchen seconded the motion. The motion passed.

HUMAN RESOURCES COMMITTEE-KATHIE NORMAN, CHAIR. REPORT OF 11 / 9 / 18 MEETING. Norman reported that the HR committee items had been covered during closed session, with the exception of the update to the library addendum which would be covered in item
3.
1.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: UPDATE TO LIBRARY ADDENDUM OF CITY HANDBOOK Whelton moved to approve the addendum as presented pending noted changes. Donohue seconded the motion. The motion passed.

2019 HOLIDAY SCHEDULE Norman moved to approve the 2019 holiday schedule as presented with one error correction. Mannchen seconded the motion. The motion passed.

DIRECTORS REPORT UPDATE ON CAPITAL PROJECTS Erickson reported in Kallas absence. We are acquiring updated bids for the 2 nd floor carpet replacement, as well as looking at options for the staircases. The cooling towers are currently being worked on, awaiting a part needed. The HVAC controls will be replaced next. Lastly, the phone system will be replaced in January.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on services and programming. Dia de los Muertos on Nov. 3 rd brought in approximately 400 people, The final Great Decisions session will be this evening. Upcoming programs include the Li-Brewery Takeover event with 8 th St. Ale House (who

will donate 5 % of all profits from the event to the Foundation), and the Movie madness film club which will feature western films during the winter.

MONTHLY STATISTICS Erickson reviewed the statistics and they were found to be in good order. The physical checkout numbers continue to be flat. It was also noted that Fregal and Zinio will be cut at the end of their contracts, as there don t seem to be as many people utilizing them as there used to be. They will be replaced with a service called Kanopy.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN/NANCY MANNCHEN. Norman reported that there had been a meeting last week, and much of the discussion focused on an interim director while Amy Birtell is out on medical leave.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Quinn reported on the Foundation meeting, noting the upcoming Yuletide event on Dec. 7 th, as well as the new Advisory Committee made up of former board members. Lastly she noted that they were beginning to reach out to Foundations in the area in order to secure future funding.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. Mehn reported that the Big Book sale had a record sale, generating \$4,426. 35. The friends also received Mead s 2019 and 5 year wish lists, and presented the proposed 2019 budget.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (12 / 20 / 18 @ TBD)

LIBRARY BOARD OF TRUSTEES (12 / 20 / 18 @ 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: 53 p.m. Generated by Sydney Mehn on Friday, November 16, 2018