

City of Sheboygan
2018-10-25

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MinutesMead Public LibraryBoard of TrusteesOctober 25, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 25, 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, Chris Campe, Alderperson Mary Lynne Donohue, Nancy Mannchen and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Librarian Carol Munroe and Administrative Assistant Sydney Mehn. Public Attendees: Mary Mitch. Board of Trustee members absent: Amanda Salazar. Staff members absent: Public Services Manager Melissa Prentice and Support Services Manager Diane Kallas.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 45 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 September 27, 2018 meeting; Mannchen seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn noted that the November 5 Council meeting would include the budget review /approval. Mehn will send out an email with the address and directions for entering in the event of board members wanting to attend.

ADOPT AD HOC BUILDING COMMITTEE CHAIR AND MEMBERS AS SET FORTH IN THE BYLAWS PRESIDENT Quinn spoke about the formation of an Ad Hoc Building Committee, which will be appointed at the next meeting, and noted that anyone interested should let her know. At this point in the meeting Trustee Whelton arrived.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF THE FRIENDS OF MEAD PUBLIC LIBRARY Norman moved to approve the resolution in honor of the service of the Friends of Mead Public Library; Campe seconded the motion. 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 October 2018 Financials. Johnson moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Donohue seconded the motion. The motion passed.

HUMAN RESOURCES COMMITTEE-KATHIE NORMAN, CHAIR. REPORT OF 10 / 4 / 18 MEETING. Norman reported that the HR committee had discussed the process for evaluating the Director. A survey has been sent to all Board members, Foundation and Friends presidents, and to all of Erickson s direct reports. The survey is due on Nov. 2, after which time the committee will meet again to discuss the results in closed session. The committee also had worked on some edits to MPL policy documents, which are addressed under agenda item 3.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: HEALTH INSURANCE CHANGES FOR 2019 Norman moved to approve the changes in health insurance as presented by the City. Whelton seconded the motion. The motion passed.

UPDATE MPL POLICY

13.06 EXPENSE REIMBURSEMENT POLICY Whelton moved to approve the changes to policy 13.06 as presented. Mannchen seconded the motion. The motion passed.

UPDATE MPL POLICY

15.14 CLASSIFICATION SCHEDULE Norman moved to approve the changes to policy 15.14 as presented. Whelton seconded the motion. The motion passed.

UPDATE MPL POLICY

15.15 COMPENSATION PLAN Whelton moved to approve the changes to policy 15.15 as presented. Mannchen seconded the motion. The motion passed.

UPDATE MPL POLICY

15.18 SPECIAL COMPENSATION PROVISIONS Norman moved to discard policy 15.18 as presented. Donohue seconded the motion. The motion passed.

UPDATE MPL POLICY

15.30 VACATION Whelton moved to approve the changes to policy 15.30 as presented. Albrinck seconded the motion. The motion passed.

UPDATE MPL POLICY

15.38 HEALTH, DENTAL, AND OTHER HEALTH-RELATED INSURANCE Whelton moved to approve the changes to policy 15.38 as presented. Norman seconded the motion. The motion passed. At this point in the meeting Trustee/Aldersperson Donohue left.

2019 SECOND FLOOR CIP CARPET PROJECT SHELF MOVERS QUOTE Erickson reported on the quote provided to us from the shelf movers in anticipation of 2 nd floor being re-carpeted. More info to come, but in the meantime we are looking at the number of shelves on all 3 floors in order to do a cost comparison.

DIRECTORS REPORT UPDATE ON CAPITAL PROJECTS Erickson reported in Kallas absence. The cooling towers are currently being worked on, to be completed by the end of the year. 2 nd floor is acquiring bids for our final floor carpet replacement. VOIP phone system is coming in early 2019, phone extensions will be changing along with it. Lastly, there was just a new paging system installed, which has been working wonderfully.

UPDATE ON SERVICES AND PROGRAMMING Munroe reported in Prentice s absence. The Great Decisions series has been very successful, there were 5 sessions with about 50 people at each session. The last session has been rescheduled to November. The Pout Pout program was also a huge success, bringing in about 170 people. The book festival was the weekend of October 13, and is always incredibly popular. This year attendance was at 1636. The Academy talk brought in 84 people, the Late at the Library event brought in full capacity of 50 people. Upcoming programs include Dia de los Muertos on Nov. 3 rd, several programs being provided in collaboration with the Audubon society, and the last Great Decisions talk.

MONTHLY STATISTICS Erickson reviewed the statistics and they were found to be in good order. The physical checkout numbers have been flat, and the addition of the virtual library cards brought up the resident count by 33 %. The next goal for virtual library cards will be reaching the private schools. It was also noted that Fregal and Zinio may 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.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN/NANCY MANNCHEN. Norman reported that there had been no activity, but they are still in the process of transitioning Mannchen to the Monarch system board.

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 is coming up the first week in November, there has been a slight rearrangement in the bookstore to accommodate Dawn, and that the Art 4 Books raffle had concluded with a total of \$1,045 collected. Finally, Mehn reported that there will be 4 board members retiring in 2019, 3 of which are officers, so they will be recruiting.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (11 / 15 / 18 @ TBD)

LIBRARY BOARD OF TRUSTEES (1 / 15 / 18 @ 3: 45 PM)

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

Being no further business the meeting adjourned at 4: 45 p.m. Generated by Sydney Mehn on Friday, November 2, 2018