

City of Sheboygan
2018-09-27

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Minutes Mead Public Library Board of Trustees September 27, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 27, 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, Mary Lynne Donohue, and Nancy Mannchen. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Librarian Matt Beinemann, Support Services Manager Diane Kallas, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Chris Campe, Amanda Salazar and Kyle Whelton.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 46 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 August 23, 2018 meeting; Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DIRK ZYLMAN AS MEAD PUBLIC LIBRARY TRUSTEE Johnson moved to approve the resolution in honor of the service of Dirk Zylman; Donohue 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 September 2018 Financials. Albrinck moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Mannchen seconded the motion. The motion passed.

BYLAWS COMMITTEE-MAEVE QUINN, ACTING CHAIR. REPORT OF 9 / 12 / 18 MEETING.

Quinn reported on the Board of Trustees Bylaws document that the committee has been working on. Draft copy was distributed and changes were noted in yellow.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: BYLAWS DOCUMENT Discussion of changes ensued, the topics that were changed are noted below, in addition to actions taken during the evaluation of the document. Article II, section 3: Trustee attendance It was decided that SASD Superintendent should be added Article III, section 7: Vacancy appointment terms Donohue will inquire about amending the ordinance. Article IV, section 3: Appointments counting towards quorum Article V, section 1, subset C: The IT committee has been changed to ad hoc, and the Marketing and Services committee has been changed to standing. Donohue moved to accept the Bylaws document pending the changes noted above. Albrinck seconded. The motion passed.

STRATEGIC PLANNING PROCESS Erickson inquired about the planning process for developing a new strategic plan for the library. Several ideas were proposed, including the use of outside professionals to help facilitate as well as utilizing the Board and staff to assist. A few notable suggestions were to start by taking a hard look at the Library's mission statement and vision to see if they still apply, determining if we would extend the current strategic plan or start over fresh, and whether the timeline of the plan should be shortened. Several Trustees noted that experience with outside professionals hadn't been found to be so beneficial, and that it would create better working relationships among staff members if they were involved. Erickson will begin the process of forming a staff committee and will plan to begin this project in early 2019.

DIRECTORS REPORT JMKAC PROJECT ON SOUTHEAST CORNER OF LIBRARY Art sculpture has been completed on the south end of the building.

MONARCH BORROWING/LENDING RATIOS AND SUBSEQUENT CHANGES TO ROUTING ALGORITHM The lending ratios for Mead have changed over the past two years with Mead now being a net borrower.

CHANGES TO 2019 EMPLOYEE HEALTHCARE BENEFIT Erickson reported on the upcoming changes to the employee healthcare packages, with both rising out of pocket costs as well as lowered HSA contributions.

UPDATE ON CAPITAL PROJECTS Kallas reported on the new carpet installation on 1st floor, with the hope of the process being completed early next week.

UPDATE ON SERVICES AND PROGRAMMING Beinemann reported in Prentice's absence. Summer reading program has concluded, with just over 2,100 participants, and over 500 hours logged. He further spoke about the virtual library card program, and the success of that program so far. Upcoming events include the Great Decisions series, 100,000 Poets Day for Change, Pout-Pout fish presentation and author visit, the Sheboygan Children & Teens Book Festival, the Academy talk, and Late @ the Library.

MONTHLY STATISTICS Erickson noted the increase in library cardholders due to the implementation of the virtual library cards.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN/NANCY MANNCHEN. Norman reported that in transitioning Mannchen to the Monarch system board, they had discovered that she will need to be appointed by the county. Norman will complete the year, with the intention for Mannchen to take over after that.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Quinn reported on the meeting from the day prior, noting that the Foundation has been working on creating an advisory committee, that they had adopted the new logo, and that the website was being updated.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. Mehn reported that the Big Book sale is coming up in November, and that the Art 4 Books raffle had concluded with over \$700 collected. The Friends also declined a proposal to merge the bookstore and the caf,.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (10 / 25 / 18 @ TBD)

LIBRARY BOARD OF TRUSTEES (10 / 25 / 18 @ 3: 45 PM)

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

Being no further business the meeting adjourned at 4: 56 p.m. Generated by Sydney Mehn on September 28, 2018