

City of Sheboygan  
2018-08-23

B38S4R706EB2

Minutes Mead Public Library Board of Trustees August 23, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 23, 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, Nancy Mannchen, Amanda Salazar and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Chris Campe.

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. Mannchen moved to approve the minutes from the June 28, 2018 meeting; Whelton seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported on a new mural being placed on the south east corner of the building. He also introduced Dawn Klister, the new Community/Public Safety Specialist. Dawn spoke a little about her background and the work she is/hopes to accomplish here.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DIRK ZYLMAN AS MEAD PUBLIC LIBRARY TRUSTEE Zylman was not able to attend, this item was tabled.

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 August 2018 Financials. Johnson moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Norman seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: RECORDS RETENTION POLICY Upon recommendation from the finance committee, Johnson moved to accept and adopt the new Wisconsin Public Libraries record retention policy, expiring in 2027. Albrinck seconded. The motion passed.

2019 OPERATING BUDGET. The 2019 budget was presented by DeAmico. It was noted that MPL's original amount requested (\$267,703) was denied due to levy limits, and instead backed down to \$63,492 per City Administrator Darrell Hofland. DeAmico had prepared three options for the finance committee, and they voted to recommend option 2 to the full board. Johnson moved to approve option 2 for a revised 2019 budget. Whelton seconded. The motion passed.

SICK LEAVE RESERVE FUND It was discussed and presented as a recommendation from the finance committee to phase out the sick leave reserve program by the end of the year and pay out participants at 100 % of earned benefit, up to 672 max hours, at the end of 2018.

Whelton moved to cease the sick leave reserve fund and pay it out by the end of the year, and to rescind the Sick Bank Upon Retirement Policy # 15

.52. Donohue seconded. The motion passed.

DIRECTORS REPORT UPDATE ON PERSONNEL CHANGES. Erickson reported on the personnel changes Dawn Klister has started as the Community Resource/Public Safety Specialist as we heard earlier. We have also hired a new Maintenance Technician, Dann Claudon. Lastly, two new pages will be starting with us, Emily Woodrich and Sara Ertel.

DISCUSSION OF THE JMKAC USING THE LIBRARY FOR EVENTS This item was briefly discussed, with more details to come after final decisions are made.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. The Mini Maker Faire took place on July 21 st in collaboration with the JMKAC art festival, and several other city partners. The event brought in about 1,400 people that day. The Family Nights on the City Green have also been wildly popular, with an average of 80 people per night. The Great Decisions series will again be available for 6 weeks this fall, and an Intro to Spanish class for 16 weeks. Lastly, the Summer Reading program sign up s is currently at 1200 for children (up 100 from last year), 535 for teens, and 398 (up about 100 from last year) for adults.

MONTHLY STATISTICS Erickson reported on the June and July statistics.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN/NANCY MANNCHEN. Norman reported that Monarch hasn't met yet. She also noted that Nancy Mannchen has agreed to be the liaison for the system moving forward. They will work out the hand off of responsibilities.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN. Norman reported that the Foundation has not met due to the new schedule of meetings. They will not meet again until September.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN. The Art 4 Books raffle is under way. The Friends also voted to approve and adopt the Mead branding strategy and logo.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (9 / 27 / 18 @ TBD)

LIBRARY BOARD OF TRUSTEES (9 / 27 / 18 @ 3: 45 PM)

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

Being no further business the meeting adjourned at 4: 46 p.m. Generated by Sydney Mehn on Monday, August 27, 2018.