

City of Sheboygan
2018-06-28

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Minutes Mead Public Library Board of Trustees June 28, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 28, 2018 in The Loft. The following Board of Trustees members were present: Board Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Chris Campe, Mary Lynne Donohue, Nancy Mannchen 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: Board President Maeve Quinn, Amanda Salazar and Meg Albrinck.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Norman called the meeting to order at 3: 45 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Norman led the Pledge of Allegiance.

WELCOME TO NEW MEMBERS OF THE LIBRARY BOARD OF TRUSTEES. Norman welcomed Mary Lynne Donohue to her first MPL board meeting.

PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.

APPROVAL OF MINUTES. Whelton moved to approve the minutes from the May 24, 2018 meeting; Mannchen seconded the motion. Johnson abstained. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Donohue noted the change in numbers to only 10 members of the common council.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 6 / 19 / 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 June 2018 Financials. Whelton moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Campe seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: FIRST FLOOR CARPETING OPTIONS AND COSTS. Two options were presented to the board. Option one being to use both Dulmes and Precision. Option two was to use Dulmes only. Option one came in at a lesser cost by approximately \$2,000, and also came recommended by the Finance Committee. Donohue moved to accept option one, with funding option A to cover under the 2018 budget if spending is under budget. Whelton seconded. The motion passed.

2019 OPERATING BUDGET. The 2019 budget was presented by DeAmico. It was noted that MPL would be requesting \$267,703 more than last year. This is largely due to three factors: increased healthcare costs, the City's merit increase initiative, and RFID maintenance. Johnson moved to approve the 2019 budget as presented. Whelton seconded. The motion passed.

UPDATE TO DPI STANDARDS FOR LIBRARY SERVICES/MEAD PUBLIC LIBRARY HOURS. Prentice and Fink presented on their proposed hours of operation change in order to get MPL up to DPI standards. Their research and findings were outlined in detail. Whelton moved to approve the new hours as presented, with implementation to take place in fall. Campe seconded. The motion passed.

DIRECTORS REPORT UPDATE ON PERSONNEL CHANGES. Erickson reported on the personnel changes Molly Goltry has been hired to replace Kim Dalhaimer's position. She starts on Monday July 2nd. Interviews for the Community Resource/Public Safety Specialist position have begun with excellent candidate results. We will hopefully be making an offer soon.

2019 CIP REQUEST UPDATE. Erickson reported that the CIP projects had been requested. He noted that the next floor carpeting was proposed, as well as the HVAC controls being tentatively approved.

UPDATE ON SERVICES AND PROGRAMMING Erickson began the update with the presentation of Dare to Dream's request for potential collaboration/funding in the future. More info to come. Prentice then reported on the latest programs at Mead. The Late @ The Library event is slated for June 29th. The Mini Maker Faire is set to take place on July 21st in collaboration with the JMKAC art festival, and several other city partners. Communications Specialist Josh Lintereur has begun creating facebook groups surrounding certain groups of people in the hopes of stimulating conversation amongst members. One such group is for the Sheboygan maker community. The hope is to begin collaborations between these individuals and create excitement around programs. Lastly, the Summer Reading program sign ups is currently at 1065 for children (up 20 from last year), and 508 for teens.

MONTHLY STATISTICS Erickson reported on the May statistics, noting that the meeting room stats are up particularly with the construction of city hall.

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 will begin in July, along with the raffle items being displayed. Tickets will be \$2 each or 3 for \$5. Tickets will be available in the bookstore, or via Sydney. The friends will also be staffing the bookstore for the Mini Maker Faire on July 21 st.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE: (7 / 26 / 18 @ TBD)

LIBRARY BOARD OF TRUSTEES (7 / 26 / 18 @ 3: 45 PM)

LIBRARY BOARD BYLAWS COMMITTEE (8 / 20 / 18 @ 10 AM)

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

Being no further business the meeting adjourned at 4: 42 p.m. Generated by Sydney Mehn on Friday, July 6, 2018.