

City of Sheboygan
2018-04-26

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MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM - The Loft Meeting Room, Mead Public Library, 710 N 8th Street, Sheboygan, WI 53081

Mead Public Library Board of Trustees Thursday, April 26, 2018 The Loft Meeting Room - 3rd floor - 3:45 p.m. Mead Public Library 710 N 8th Street, Sheboygan, WI 53081

1. OPENING OF MEETING

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT

1.2 PLEDGE OF ALLEGIANCE

1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING)

1.4 APPROVAL OF MINUTES

ATTACHMENT: Minutes Board of Trustees 3-22-2018.docx

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS

1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF HENRY NELSON AS A MEAD PUBLIC LIBRARY TRUSTEE AND LIBRARY LIAISON TO THE SHEBOYGAN COMMON COUNCIL

1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF KEVIN ANDERSON AS A MEAD PUBLIC LIBRARY TRUSTEE

2. COMMITTEE REPORTS

2.1 FINANCE COMMITTEE - DOLCYE JOHNSON, CHAIR. REPORT OF 4/19/18 MEETING

ATTACHMENT: 4-19-2018 Finance Committee Meeting Minutes.docx

2.2 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

ATTACHMENT: April Analysis.pdf

ATTACHMENT: MPL Visa 2-27-18 - 3-25-18 With Out Copies.xlsx

ATTACHMENT: 2018 March and April Accounts Payables.xlsx

ATTACHMENT: 2-22-2018 Finance Committee Meeting Minutes.docx

ATTACHMENT: 3-12-2018 Joint City & Finance Committee Meeting Minutes.docx

ATTACHMENT: MPL Board Donations Received Reports.xlsx

ATTACHMENT: April 2018 YTD Income Statement.xls

ATTACHMENT: MPL Visa January-February 2018 with out copies.pdf

2.3 HUMAN RESOURCE COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 4/19/18 MEETING

ATTACHMENT: Minutes Human Resources Committee 4-19-2018.docx

2.4 LIBRARY SERVICES AND MARKETING COMMITTEE - KATHIE NORMAN CHAIR. REPORT OF 4/23/18 MEETING

ATTACHMENT: Minutes Library Services and Marketing Committee 4-23-18.docx

3. PRESENTATION

3.1 "THE IDEA WORKS" MARKETING FIRM

4. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

4.1 MEAD PUBLIC LIBRARY BRANDING

4.2 MEAD PUBLIC LIBRARY CITY OF SHEBOYGAN 2019 - 2023 CIP PROJECT REQUESTS

ATTACHMENT: Common Council RO & RC.pdf

4.3 CIP CARPET PROJECT - MATERIAL MOVING COMPANY

4.4 ARCHITECT DESIGN FOR THE LIBRARY REMODEL PROJECT

4.5 UPDATE TO JOB DESCRIPTIONS

ATTACHMENT: Library Cataloger Draft Revised 4-18.docx

ATTACHMENT: PublicSafetySpecialist Draft -4-17-18.docx

4.6 UPDATE TO TABLE OF ORGANIZATION (TO)

ATTACHMENT: Table of Organization - Revised 4-17-18.xlsx

4.7 UPDATE TO MEETING ROOM POLICY

ATTACHMENT: Meeting Room Policy.pdf

4.8 CELEBRATE LIBRARIES MARKETING INITIATIVE

ATTACHMENT: CelebrateLibrariesMemo.pdf

5. DIRECTOR'S REPORT

5.1 UPDATE ON BUILDING INTERIOR CHANGES

5.2 UPDATE ON SERVICES AND PROGRAMMING

5.3 MARCH STATISTICS

ATTACHMENT: March Stats.pdf

6. LIAISON REPORTS

6.1 MONARCH LIBRARY SYSTEM - KATHIE NORMAN

6.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN/KATHIE NORMAN

6.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - SYDNY MEHN

7. UPCOMING MEETINGS

7.1 LIBRARY BOARD FINANCE COMMITTEE (4/26/18 @ TBD)

7.2 LIBRARY BOARD OF TRUSTEES (4/26/18 @ 3:45pm)

8. ADJOURN

8.1 MOTION TO ADJOURN

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall

Mead Public Library

Sheboygan County Administration Building

City's website