

City of Sheboygan
2018-04-26

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Minutes Mead Public Library Board of Trustees April 26, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 26, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice-President Kathie Norman, Meg Albrinck, Chris Campe, Nancy Mannchen, Kyle Whelton, and Dirk Zylman. Staff members present: Director Garrett Erickson, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Financial Officer Dolcye Johnson. Staff members absent: Business Manager Debbie DeAmico. Public attendees: Bernard Markevitch, Mary Mitch, Joan King, Sharon Quicker, Donna Mae Ringel, and William Holbrook.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 47 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. Whelton moved to approve the minutes from the March 22, 2018 meeting; Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Norman had been appointed another term. In addition, Mary Lynn Donohue and Amanda Salazar will be new appointees to us starting next month.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF HENRY NELSON AS A MEAD PUBLIC LIBRARY TRUSTEE AND LIBRARY LIAISON TO THE SHEBOYGAN COMMON COUNCIL. Quinn read the resolution. Whelton moved to approve. Zylman seconded. The motion passed.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF KEVIN ANDERSON AS A MEAD PUBLIC LIBRARY TRUSTEE. Quinn read the resolution. Albrinck moved to approve. Norman seconded. The motion passed.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 3 / 12 / 18 MEETING. Quinn reported on the Mead Public Library Finance committee in Johnson s absence. 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 2017

BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING)

3. REPORT OF GIFTS RECEIVED. Quinn reported that these items would be discussed further in future action items. Quinn moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Whelton seconded the motion. The motion passed.

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

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

PRESENTATION THE IDEA WORKS MARKETING FIRM Alexandra Guevara & Blaine Huber. Presentation on the proposed branding strategy and logo for MPL.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: MEAD PUBLIC LIBRARY BRANDING. Quinn opened the discussion by allowing the public attendees to voice their opinions and concerns. There were several opinions as well as questions from the audience. There were questions over how well the logo would scale down. There was also a question as to whether the Friends and the Foundation would be asked to adopt this logo. After the public input session concluded, Quinn opened the discussion among the library board members. The general feeling toward the new logo was positive, with a few questions brought up. There was a suggestion to include a globe to symbolize all of the nationalities represented in Sheboygan. There was a question as to what the future process would be for changing out the symbols within the logo. Lastly, there was discussion about whether the word Public should be included in Mead Library. Norman moved to send the logo discussion back to the Marketing Committee to approve a globe symbol, as well as to create a process for the addition and removal of icons in the future. Campe seconded. The motion passed. Norman then moved to adopt the branding platform and logo, pending the addition of the globe icon and determination of a process for updating the logo in the future. Whelton seconded. The motion passed. Albrinck moved to further discuss the use of the word Public in the logo. The possible changes should be discussed and approved by the Marketing Committee. Campe seconded. The motion passed.

MEAD PUBLIC LIBRARY CITY OF SHEBOYGAN 2019 2023 CIP PROJECT REQUESTS. Zylman moved to accept the 2019 - 2023 CIP project requests. Whelton seconded. The motion passed.

CIP CARPET PROJECT MATERIAL MOVING COMPANY. Whelton moved to use a Material Moving Company for the carpet replacement project. Zylman seconded. The motion passed.

ARCHITECT DESIGN FOR THE LIBRARY REMODEL PROJECT. Zylman moved to utilize Distinctive Design as the architect for a possible interior remodel project.

Norman seconded. The motion passed.

UPDATE TO JOB DESCRIPTIONS. Whelton moved to accept the Cataloger position job description. Albrinck seconded. The motion passed. Whelton moved to accept the Public Safety Specialist position job description. Zylman seconded. The motion passed.

UPDATE TO TABLE OF ORGANIZATION (TO). Whelton moved to accept the new table of organization (TO) as proposed. Mannchen seconded. The motion passed.

UPDATE TO MEETING ROOM POLICY. Albrinck moved to approve the update to the meeting room policy. Whelton seconded. The motion passed.

CELEBRATE LIBRARIES MARKETING INITIATIVE. Albrinck moved to send this issue to the Marketing Committee, and to ask the vendor to suspend the campaign. Mannchen seconded. The motion passed.

DIRECTORS REPORT UPDATE ON BUILDING INTERIOR CHANGES. Kallas reported that the painting project on 3 rd floor is nearly finished, with just a little bit of ceiling work to do yet. Bernie Rammer, City Procurement Specialist, is working on the bidding process for this year s first floor carpeting project.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. Dia de los ninos this coming Saturday, which she expected to have a good turn-out. Comic-con is the following Saturday. Lastly, the Wisconsin Historical Society exhibit on the Milwaukee Fair Housing Marches of 1967 - 1968 is currently on display on 1 st floor.

MARCH STATISTICS Erickson reported on the March statistics.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN. Norman reported that the annual system meeting had taken place the week prior in West Bend. Norman and Quinn attended, and Tony Evers was the main speaker.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reported that the Foundation had completed their Wisconsin Academy talk on April 19 th. There were approximately 80 attendees.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN No report as the Friends last meeting was their annual meeting.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE:

May 24, 2018 @ TBD

FULL LIBRARY BOARD MEETING:

May 24, 2018 @ 3: 45 p.m.

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

Being no further business the meeting adjourned at 6: 08 p.m. Generated by Sydney Mehn on Monday, April 30, 2018