

City of Sheboygan
2018-01-25

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MinutesMead Public LibraryBoard of TrusteesJanuary 25, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 25, 2018 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Alderman Henry Nelson, Meg Albrinck, Nancy Mannchen and Dirk Zylman. Staff members present: Business Manager Debbie DeAmico, 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, Kevin Anderson, Chris Campe, and Kyle Whelton.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 45 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. Nelson moved to approve the minutes from the December 14, 2017 meeting; Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Nothing to report.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 1 / 25 / 18 MEETING. Zylman (acting chair) reported in Johnson s absence to the Board of Trustees that the Y-T-D budget and accounts payables were 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. Zylman reported that there were several donations made in memory of Anne Ibe, and Irene Aida Waisanen. There were further donations from Sally and Martha Warschau, Kohler Foundation, and Ruth DeYoung Kohler, totaling \$18,000.00. Nelson moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Quinn seconded the motion. The motion passed.

MARKETING AND SERVICES COMMITTEE KEVIN ANDERSON, CHAIR. REPORT OF 1 / 4 / 18 MEETING. Erickson reported in Anderson's absence that the committee had decided to move forward with selecting a different vendor for the creation of a logo. The Committee talked at length about what the Library wants represented in a new logo, with the consensus being that we should stick with our library vision statement to Enrich, Educate, Connect, Create, and Inspire.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: MARKETING PROPOSALS. Erickson reported that Communication Specialist Josh Lintereur had reached out to another local vendor, who quoted us at just under \$5,000.00. He also reached out to firms in Green Bay and Milwaukee. Only Green Bay responded, with a quote for \$2,500.00. This quote would not include travel, and there was question of whether they would be familiar enough with our library. There was a suggestion by Mannchen and Albrinck to reach out to art students in the area to perhaps get some ideas. They stressed the advantage to the student of doing a project like this, as it would be great for their portfolios, and ultimately their careers. There was discussion on this regarding the School District's history with this type of undertaking, and it was decided that Mead Administration should use their judgement to select a vendor. Norman moved that Mead Administration should move forward at their discretion. Zylman seconded. The motion passed.

MEMORANDUM OF UNDERSTANDING BETWEEN MEAD PUBLIC LIBRARY AND SHEBOYGAN COUNTY LITERARY COUNCIL. The agreement to collaborate with the Literary Council was discussed. Erickson questioned whether this was an Administrative decision, or whether it should be brought to the Board. It was determined that Administration should handle things like this, with the exception of any monetary transactions. After further examination of the document, Quinn suggested some language changes should be made to the document, and perhaps we could create a template form to work off of in the future. Erickson will work with Chuck Adams, City Attorney, to make sure that the formatting is appropriate.

DIRECTORS REPORT UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP) Support Services Manager Diane Kallas reported that the new boilers are completely done. The generator replacement project is also complete. The 3rd floor carpet and industrial vinyl installation will be completed within a few weeks.

UPDATE ON RFID PROJECT. Kallas reported that as of 1 / 24 / 18 the RFID tagging for circulating items is complete: approximately 260,000 items. There are some reference items that now need to be tagged, but that can be done at a slower pace.

UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on December and January programs, noting that due to the holidays, there had been considerably less programs since the last board meeting. TYA had completed a Shrek program with us that was very popular, with 120 participants. The Mindfulness and Wellbeing program hosted yesterday was also successful with about 30 attendees. We will be doing another round of Ukulele classes with Lil Rev beginning January 30th. We will be hosting

another Late at the Library event on February 9th with the theme being Awful Art . There will be a two part program on February 17th and 24th called Hunting your Heritage , which will explore our genealogy research resources. Prentice will be doing a Mardi Gras themed Sundown Story Time on February 8th complete with parade.

DECEMBER STATISTICS. Erickson reported on the December statistics. He noted the hope that circulation numbers would be on the upswing as they were finally flat from the 2016 numbers. He also pointed out that the gate count had gone down, and that we were investigating to see if there were inaccuracies. Programming is up 52 %, cardholders are down however. Prentice reported that the employee outreach team are exploring virtual library cards which would work with the SASD to provide all students a virtual library card tied to their student ID. This card would not be the same as a library card, but it would allow them access to any of our digital content, thus avoiding fines and fees. Volunteer statistics were up, with the discussion of an award or acknowledgement program to come.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN. Norman reported that we are excited about Monarch s initiative to bump local hold requests to the front of the line when the book belongs to their home library. This has cut down on the time to get a book, and keeps local patrons coming back. She further reported on the state wide initiative to join all library systems to one, which, for the time being, is benefiting us.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reported that the Foundation will be combining their annual event with the Academy Talks this year. Rather than hosting a Yuletide event in December, they will host a private reception prior to the talks. It will be for Renaissance and Academy members, and overflow to the Black Pig after the talk for further discussion is also a consideration.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN Mehn reported that the Friends annual meeting will be April 18th. They are looking for artists that repurpose books as a possible program for the meeting. They further discussed fundraising opportunities for 2018, including raffles, scrip programs, and a Ladies of the Library calendar.

FUTURE AGENDA ITEMS APPROVE 2017 ANNUAL REPORT TO THE WI DEPARTMENT OF PUBLIC INSTRUCTION

APPROVE 2017 ANNUAL REPORT TO THE CITY OF SHEBOYGAN

APPROVE FORMAL PROCESS FOR WITHDRAWING FROM THE MEAD FUND

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE:

February 22, 2018 @ 2: 45 p.m.

FULL LIBRARY BOARD MEETING:

February 22, 2018 @ 3: 45 p.m.

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

Being no further business the meeting adjourned at 4: 55 p.m. Generated by Sydney Mehn on Friday, January 26, 2018