

City of Sheboygan
2017-12-14

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MinutesMead Public LibraryBoard of TrusteesDecember 14, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 14, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Alderman Henry Nelson, Kevin Anderson, Chris Campe, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Public Services Manager Melissa Prentice, Support Services Manager Diane Kallas, Communications Specialist Josh Lintereur, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Meg Albrinck, Nancy Mannchen and Dirk Zylman.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 49 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 November 16, 2017 meeting; Anderson seconded the motion. The motion passed.

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

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 11 / 16 / 17 MEETING. Johnson reported to the Board of Trustees that the Y-T-D budget and accounts payables were over budget by approximately \$24,000. It was noted that the last two years there had been a surplus. Going into 2018 the budget tracking process for materials will be reviewed so that this does not happen again.

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. Johnson reported that there will be approximately \$945 being donated in memory of Anne Ibe, which the family will likely match.

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

HUMAN RESOURCES COMMITTEE KATHIE NORMAN, CHAIR. REPORT OF 12 / 7 / 17 MEETING. Norman reported that the theme of the meeting was to prepare for the director evaluation. There was also a visit and presentation from Sandy Rohrick, who discussed the proposed City wage increase program. The change will move staff toward the midpoint of the pay scale faster than the former system.

MARKETING AND SERVICES COMMITTEE KEVIN ANDERSON, CHAIR. REPORT OF 12 / 13 / 17 MEETING. Anderson presented on the Marketing meeting, noting that the theme had been reviewing the logo proposals, which included a draft of the City's new proposed logos. The committee decided that the City's logo was not appropriate for the library to adopt as it was not in line with the scope of our patron reach-as we serve multiple communities surrounding the City of Sheboygan. There was also discussion on the possibility of keeping the public in Mead Public Library as some felt that the word had a negative connotation. Committee consensus was to keep public in the title. The logo proposals from Dynamic were discussed at length which lead us into

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ITEMS FOR DISCUSSION AND POSSIBLE ACTION: REVIEW LOGO PROPOSALS. Lintereur presented the logo proposals that had been submitted by Dynamic. Generally, the committee had decided that options 5 and 6 were the only viable options. After much discussion, Anderson proposed the possibility of none of the logos and going back to the drawing board. It was decided that the Marketing Committee will meet in January to discuss and come up with several concepts that we want to convey to the public. From there, we will either start over with Dynamic, or pursue other companies.

UPDATE ON FUNDING OF 2018 PROJECTS USING MEAD FUND. The 2018 wish list was discussed, noting that the Friends had covered the majority of the programming expenses. The remainder of the list was presented as a possible funding opportunity for the Mead Library (850) Fund. Whelton moved to pay the

approximately \$52,000 from the 850 fund, Anderson seconded. The motion passed.

DIRECTORS REPORT UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP) Support Services Manager Diane Kallas reported that the new boilers are now installed, with a control update to come in January. The generator replacement project is also complete. The AMH check in machine is up and running as well, with good feedback from staff and patrons. The 3 rd floor carpet and industrial vinyl installation has begun.

UPDATE ON RFID PROJECT. Kallas reported that we have less than 10 % left to go on tagging library materials. The children s picture books remain to be done yet.

UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on public conduct issues. She has worked with the neighborhood police liaison to audit the calls made over the last three years. From this information, several trends showed up, and the liaison, Officer Matthew Braesch, was able to offer some recommendations on how to lower crime and incident here at the library. We will be implementing several of his recommendations in 2018. Prentice further presented on the upcoming programs, noting a great new partnership with Partners for Community Development, who will be hosting ESL and citizenship classes at the library starting in January. The other prominent event that will be happening in January is our annual cribbage tournament, which is always a popular event.

NOVEMBER STATISTICS. Erickson reported on the November statistics. He noted that although the City will not be living here during the City Hall remodel, they will frequently be using our meeting spaces over the next two years, we have already seen an increase in room usage due to city meetings being held at the library. FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN Mehn reported that the Friends meeting this month had been a social meeting, with very little business discussed. There was some talk of newly proposed term limits and moving officers into a 3 year rotation. The annual spring meeting was discussed with a tentative date of April 18 th.

CLOSED SESSION MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXEPTION SET FORTH IN WISCONSIN STATE STATUES 19.85 (1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY. Quinn moved to go into closed session for the performance evaluation of the Library Director. Whelton seconded. The motion passed. The roll call vote was as follows: Ayes-Anderson, Campe, Johnson, Nelson, Norman, Quinn, and Whelton. Absent-Albrinck, Mannchen, and Zylman.

RECONVENE IN OPEN SESSION MOTION TO RECONVENE IN OPEN SESSION. At 5: 52 p.m. Whelton moved to reconvene into open session. Johnson seconded. The motion passed. POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION. Quinn stated Erickson had a positive review. Norman moved to increase Erickson s salary by three percent (3 %) for the 2018 year.

Anderson seconded.

The motion passed.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN. Norman presented that Monarch is a net borrower for the first time in history.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reported that the Foundation held the annual Yuletide event on 12 / 1 / 17. The Northern Lights Choir was a huge success, and the turnout for the event was good.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE:

January 25, 2018 @ TBD

FULL LIBRARY BOARD MEETING:

January 25, 2018 @ 3: 45 p.m.

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

Being no further business the meeting adjourned at 6: 02 p.m. Generated by Sydney Mehn on Friday, December 15, 2017