City of Sheboygan ASJKVY53C623
2017-11-16
MinutesMead Public LibraryBoard of TrusteesOctober 26, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 26, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Treasurer Dirk Zylman, Alderman Henry Nelson, Kevin Anderson, Dolyce Johnson, Nancy Mannchen, Chris Campe, Meg Albrinck, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydny Mehn, and Public Services Manager Melissa Prentice.

Board of Trustee members absent: Board Vice-President Kathie Norman

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 September 28, 2017 meeting; Johnson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

PRESIDENT - APPOINTMENT OF FINANCE OFFICER FOR REMAINDER OF 2017 - 2018 TERM. Quinn announced the formal appointment of Johnson to acting chair of the Finance Committee through 2018 in replacement of Zylman, who requested the replacement. Johnson graciously accepted the appointment.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, ACTING CHAIR. REPORT OF 10 / 26 / 17 MEETING. Johnson reported to the Board of Trustees that the Y-T-D budget and accounts payables were 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. Johnson reported that there were no donations this month. After some discussion regarding the market volatility, Zylman moved to transfer $150,000 to a money market cash account. Albrinck seconded. The motion passed. Nelson 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:

DIRECTORS REPORT UPDATE ON CHANGES TO PATRON LIBRARY CARD REGISTRATION FORM Discussion regarding alleged hacking of Indianhead Library System. Plans and precautions were discussed for preventing such attacks on our library system.

UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP) Library Director Garrett Erickson reported in Support Services Manager Diane Kallas absence. Erickson reported that there are now two boilers up and running, with one pump at reduced capacity. The AMH check in machine is up and running with a demonstration to be done after the meeting for anyone interested. The generator is ready to be moved, however we are waiting on a part and are at a standstill until said part comes in. The carpet update for the 3 rd floor was announced, Dulmes will be our vendor, with a pinwheel pattern with a mixture of carpet and linoleum. The carpet will be installed by the end of the year, and squares will be used for easy installation and replacement. Erickson also talked briefly about tentative future CIP s, with more information to come. Finally, there has been a hold up in the online payment system. We are waiting on Monarch.

UPDATE ON RFID PROJECT. Erickson reported that we are approximately 80 % of the way through tagging library materials. There will be a celebration for the completion of the project on November 8 th from 5 p.m.- 6 p.m. in the Rocca Room. There will be a staff celebration on November 9 th, with lunch being provided for staff.

UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on the fall programs. Prentice reported that fall programs are in full swing, with a record breaking 150 programs planned. October s Great Decisions series had an average attendance of about 50 people, and the Uke

Can Too ukulele program has been wildly successful. November also promises to be a busy month, with a coding series for teens starting.

PRESENTATION ON PROJECT OUTCOME PROGRAM EVALUATION SYSTEM Prentice presented on the project outcome evaluation system. It is a survey system that seeks to aid the analyzation of program data. The survey is the brainchild of an ALA committee who worked for 3 years to create it. The surveys are based on library programs and gathers outcomes versus outputs . This helps libraries to compare statistics, and also to see how we are affecting lives as opposed to simply counting participants. We will be implementing this new evaluation system at the beginning of December, just in time for new programming to start.

AUGUST STATISTICS. Erickson reported on the September statistics. After some discussion, it was decided that we should add the private study room s statistics into the spreadsheet as well.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN Erickson reported in Norman s absence. The Monarch Board is currently working to update their bylaws.

MEAD PUBLIC LIBRARY FOUNDATION KATHIE NORMAN Quinn and Erickson reported that the Foundation met on 9 / 27 / 17, during which they discussed the upcoming annual Yuletide event, and discussed the possibility of new board members.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN Mehn reported that the Friends are having their annual book sale this weekend, and encouraged the board members to stop in and do some shopping. The Friends have also agreed to consider the new logo proposals and vote on a possible logo change. The Friends bylaws are being edited and discussed, with a vote and decision to come in the near future. Lastly, a family member of one of the Friends is going to evaluate our PA system for free, and let us know if he has any recommendations for improvements.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE:

November 16, 2017 @ 3: 00 p.m.

FULL LIBRARY BOARD MEETING:

November 16, 2017 @ 3: 45 p.m.

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

Being no further business the meeting adjourned at 5: 11 p.m.Generated by Sydny Mehn on Tuesday, October 31, 2017