

City of Sheboygan
2017-09-28

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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, September 28, 2017 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 8-24-2017.docx

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS

2. COMMITTEE REPORTS

2.1 FINANCE COMMITTEE - DOLCYE JOHNSON, ACTING CHAIR. REPORT OF 9/28/17 MEETING

2.2 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 - DOLCYE JOHNSON

ATTACHMENT: September 2017 YTD Income Statement.xls

ATTACHMENT: Accounts Payable Schedule of Payments.xlsx

ATTACHMENT: Donations Received - September 2017.xlsx

2.3 HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 9/19/17 MEETING

2.4 MARKETING AND SERVICES COMMITTEE - KEVIN ANDERSON, CHAIR. REPORT OF 9/15/17 MEETING

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 DISCUSSION AND POSSIBLE ACTION ON UPDATING MEETING ROOM POLICY

ATTACHMENT: Meeting Room Policy.docx

3.2 DISCUSSION AND POSSIBLE ACTION ON UPDATING TABLE OF ORGANIZATION

ATTACHMENT: Table of Organization - January 2018.xlsx

ATTACHMENT: Table of Organization - Current.xlsx

3.3 DISCUSSION AND POSSIBLE ACTION ON UPDATING JOB DESCRIPTIONS

ATTACHMENT: Maintenance Technician -September 2017.docx

ATTACHMENT: Maintenance Technician - Current.doc

3.4 DISCUSSION AND POSSIBLE ACTION ON ACCEPTING MARKETING WORK PROPOSAL

3.5 DISCUSSION AND POSSIBLE ACTION ON APPROVING LIBRARY MARKETING PLAN

ATTACHMENT: Marketing Plan 2017.docx

4. DIRECTOR'S REPORT

4.1 UPDATE ON CAPITAL IMPROVEMENTS PROJECTS (CIP)

4.2 UPDATE ON RFID PROJECT

4.3 UPDATE ON PROJECT OUTCOME PROGRAM EVALUATION SYSTEM

ATTACHMENT: Sample survey - civic_engagement.pdf

ATTACHMENT: ProjectOutcomeIntro.pdf

4.4 UPDATE ON SERVICES AND PROGRAMMING

4.5 AUGUST STATISTICS

ATTACHMENT: Statistics MPL August 2017.xlsx

5. LIAISON REPORTS

5.1 MONARCH LIBRARY SYSTEM - KATHIE NORMAN

5.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN/KATHIE NORMAN

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - SYDNY MEHN

ATTACHMENT: Friends of the Mead Public Library Meeting Report 9-2017.docx

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE (10/26/17 @ TBD)

6.2 LIBRARY BOARD OF TRUSTEES (10/26/17 @ 3:45pm)

7. ADJOURN

7.1 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