

City of Sheboygan
2017-09-28

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Minutes Mead Public Library Board of Trustees September 28, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 28, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, 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 Sydney Mehn, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, and Communications Specialist Josh Lintereuer.

Board of Trustee members absent: Alderman Henry Nelson

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. Zylman moved to approve the minutes from the August 24, 2017 meeting; Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that there is a public hearing on the budget at the end of October with the City Council. Mehn will email that information out in case any board members would like to be present.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, ACTING CHAIR. REPORT OF 9 / 28 / 17 MEETING. Johnson reported for Zylman. Johnson informed 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 informed the board that there were two donations to Mead, both were restricted to books for our collection. Albrinck 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 9 / 19 / 17 MEETING. Norman reported that the HR Committee had discussed the retirements two of our maintenance workers. Discussion to come during items 3.2 and 3.

MARKETING AND SERVICES COMMITTEE KEVIN ANDERSON, CHAIR. REPORT OF 9 / 15 / 17 MEETING. Anderson reported that in whole, the logo and marketing approach of mead will be brought up during items 3.4 and 5.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON UPDATING MEETING ROOM POLICY Erickson and Prentice reported on the new wording of the policy. There were still several interpretations and some confusion. After much discussion, Whelton moved to approve an amended policy of changing the 6 month time limit back to 3 months, Anderson seconded. Two ayes, and the remainder of the board abstained. The motion passed. Quinn moved to remove the rolling wording from the policy, Norman seconded. The motion passed. Finally, there will be clerical changes made to the policy to update ESLs to Monarch.

DISCUSSION AND POSSIBLE ACTION ON UPDATING TABLE OF ORGANIZATION Erickson reported that due to two retirements coming at the end of the year, the table of organization will be changed to reflect the proposed change of two maintenance technicians rather than one technician and one supervisor. Both technicians will report to support services manager Diane Kallas. Albrinck moved to approve the changes, which will take effect January 1, 2018. Whelton seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION ON UPDATING JOB DESCRIPTIONS Erickson reported on the current job descriptions versus the changes to the maintenance technician. Whelton moved to approve the changes, which will take effect

January 1, 2018. Mannchen seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION ON ACCEPTING MARKETING WORK PROPOSAL

Erickson reported that our current logo is approximately 25 years old, and this proposal would work towards unifying the Library logo, the Foundation logo, and the Friends logo. Zylman moved to approve the proposal, Whelton seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION ON APPROVING LIBRARY MARKETING PLAN

Lintereuer reported on the marketing plan moving forward. The suggestion was made to implement metrics and reachable goals within the policy for a measurable outcome analysis. Another suggestion was to increase the language options on our website as well as on our social media pages. Campe moved to approve the marketing plan proposed, Norman seconded. The motion passed.

DIRECTORS REPORT UPDATE ON CAPITAL IMPROVEMENTS PROJECT (CIP) Support

Services Manager Diane Kallas reported that the boiler is installed, there is additional venting and training to be done next week. The generator is ready to be moved, likely next week as well. The elevators have been serviced and new vinyl flooring has been installed in the two public elevators.

UPDATE ON RFID PROJECT. Kallas reported that we are approximately 70 % of the way through tagging library materials. The Automated Materials Handlers (AMHs) and new book drops are to be installed the first week in October. There will be a celebration for the completion of the project on November 8th from 5 p.m.- 6 p.m. in the Rocca Room. There will be a staff celebration on November 9th, most likely lunch will be provided for staff.

UPDATE ON PROJECT OUTCOME PROGRAM EVALUATION SYSTEM Erickson reported on the project outcome evaluation system. It is a survey system that was presented on at the ALA conference this year. The survey is the brainchild of an ALA committee who worked for 3 years to create. The surveys are based on library programs and gathers outcomes versus outputs. This allows libraries to compare statistics, and also to see how we are affecting the community's lives as opposed to how they liked the programs. Presentation on this project outcome system survey to come.

UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on the summer and fall programs. Prentice reported that the Summer Reading Program numbers were the best that they have been in 3 years. Children's participation was up 18 % with about 1200 children involved. Teen participation was up 30 %, and adult participation was up 20 %. It was noted that the completion rate for the program had drastically increased as well.

Fall programs are in full swing, with a record breaking 150 programs planned.

AUGUST STATISTICS. Erickson reported on the August statistics, noting the increase in circulation, which was up 4 %, in addition to the volunteer hours, which was up 50 % from last year.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN Norman reported on the Monarch Library System. The Monarch Board was noted for being difficult to work with regarding policy set up, that they often get passed onto the Library Directors to put in place. It was noted also that the State library systems are set to get an increase in their budgets.

MEAD PUBLIC LIBRARY FOUNDATION KATHIE NORMAN Norman 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 donated the remainder of the cost for the new Imaginarium sink. The rummage sale went well, raising about \$1,200.00. There has been an increased interest in Little Free Libraries, as well as Laundromat s for donations of books, and the Friends are working hard to deplete their stock. The Friends summit went very well, and we have imposed a Facebook group now to gather ideas and suggestions. Lastly, the Friends will be purchasing our book bags moving forward, with our new logo and their new logo implemented on it.

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE:

October 26, 2017 @ 3: 00 p.m. (or TBD)

FULL LIBRARY BOARD MEETING:

October 26, 2017 @ 3: 45 p.m.

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

Being no further business the meeting adjourned at 5: 14 p.m. Generated by Sydney Mehn on Friday September 29, 2017