

City of Sheboygan
2017-08-24

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MinutesMead Public LibraryBoard of TrusteesAugust 24, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 24, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Alderman Henry Nelson, Kevin Anderson, Dolyce Johnson, Nancy Mannchen, and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydney Mehn, and Public Services Manager Melissa Prentice.

Board of Trustee members absent: Chris Campe, Meg Albrinck. Staff members absent: Support Services Manager Diane Kallas

OPENING OF MEETING:

1.1

CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting

to order at 3: 46 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. Johnson moved to approve the minutes from the June 22,

2017 meeting; Mannchen seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that there has been a long anticipated upgrade to the Polaris catalog system as of that morning, and that the catalog is now easier to use on smartphones.

COMMITTEE REPORTS:

2.1

FINANCE COMMITTEE DOLCYE JOHNSON, ACTING CHAIR. REPORT OF

8 / 24 / 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 several restricted donations
from the

Friends were received to help fund the Summer Reading Program, and to purchase
resource

books for the Imaginarium. The Foundation donated money to help with the cost of

programming expenses and the Summer Reading Club. Piggly Wiggly and Home Depot

also donated items for our Eclipse Program. Zylman moved to approve payment of

expenditures including payroll and recurring expenses and special revenues.
Anderson

seconded the motion. The motion passed.

HUMAN RESOURCES COMMITTEE KATHIE NORMAN, CHAIR. REPORT OF

6 / 29 / 17 MEETING. Report of Human Resources Committee to be discussed during closed

session.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

3.1

DISCUSSION AND POSSIBLE ACTION ON UPDATING MEETING ROOM POLICY

The determination was that there were several different interpretations of the meeting room

policy. Prentice is going to examine the policy and make suggestions for change, which

will be presented at the September meeting.

UPDATE ON 2018 BUDGET PROCESS. Budget was passed by the Board in June,

DeAmico is now working through amendments required by the City Administrator.

DIRECTORS REPORT
4.1

2017 HOLIDAY SCHEDULE. Erickson reported on the remaining holiday closure

schedule as an FYI for the Board.

COMMUNITY SERVICES SURVEY RESULTS. Erickson reported that the Library was

had favorable ratings in the survey, and that our patron satisfaction has increased.

EMPLOYEE SURVEY RESULTS. The employee survey was also very favorable, with

the Library performing well in most categories. The two areas that were unclear to staff

were How the City is doing financially , and What the City s strategic plan was and how

they fit into that plan .

UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT .

Erickson reported that the Marketing Committee was unable to meet. Josh Lintereur and

Kevin Anderson did meet to discuss the results, and Lintereur has been working on a

strategic marketing plan based off of the results. Anderson noted that there appears to be a

gap in library interest in the adult male population.

UPDATE ON CITY CAPITAL IMPROVEMENTS PROJECT (CIP) Erickson reported that there was concern over the bike racks now with the new emergency generator removing one set. The boiler replacement should be completed by the September meeting. There was also discussion of some leaking during storms and it was determined after a consultation with DPW that the Library's roof will likely need to be replaced.

UPDATE ON RFID PROJECT. Erickson reported that we are approximately 66 % (or 2 / 3) of the way through tagging library materials. New self-checkout units and security gates have arrived and are installed. Automated Materials Handlers (AMH s) and new book drops are to be installed the first week in October. Lastly, e-commerce is being added to the website as an additional way that people can pay their fines. 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.

UPDATE ON SERVICES AND PROGRAMMING. Public Services Manager Melissa Prentice reported on the summer programs.

Prentice reported that the Summer Reading Program has not been totaled yet, however everyone agrees that it was a successful year. In addition, the Maker Party was a huge success with approximately 100 people in attendance. We are planning another Maker Party for fall. A last minute solar eclipse party attracted 260 people, with Piggly Wiggly donated cookies to decorate, Home Depot donated paint for the art project, and the NASA feed was streamed live. Prentice further reported that Banned Books Week is planned for fall with several events for all ages. Finally, the Wisconsin Academy speaker series will be back on September 27 th, which has been very well received in the past.

JUNE & JULY STATISTICS.

Erickson reported on the June and July statistics, noting the addition of volunteer statistics.

CLOSED SESSION

5.1

MOTION TO CONVENE IN CLOSED SESSION UNDER THE EXCEPTION SET

FORTH IN WISCONSIN STATE STATUTES
19.85 (1) FOR CONSIDERING

EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE

EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE

GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY

FOR. Johnson moved to enter closed session. Anderson seconded. The motion passed

with the roll call vote being unanimous.

DISCUSSION REGARDING CURRENT AND PLANNED VACANCIES AT MEAD

PUBLIC LIBRARY

RECONVENE IN OPEN SESSION
6.1

Whelton moved to reconvene in open session. Anderson seconded the motion. The

motion passed with the roll call vote being unanimous.

LIAISON REPORTS

7.1

MONARCH LIBRARY SYSTEM KATHIE NORMAN Norman reported on the Monarch Library System. The Monarch Board debated hiring a mediator, however the vote did not pass. It also was reported that Amy Birtell praised the MPL Friends for suggesting and implementing a summit of the Friends groups at MPL.

MEAD PUBLIC LIBRARY FOUNDATION KATHIE NORMAN Norman reported that the Foundation is looking at new ideas for fundraising, with joining on with United Way s fundraising program as one option.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN Mehn absent from this portion of the meeting, however report was posted to board docs.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE:

September 28, 2017 @ 2: 45 p.m.

FULL LIBRARY BOARD MEETING:

September 28, 2017 @ 3: 45 p.m.

ADJOURN

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

Being no further business the meeting adjourned at 6: 00 p.m.

Generated by Sydney Mehn on Friday August 25, 2017