

City of Sheboygan  
2017-06-22

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Minutes Mead Public Library Board of Trustees June 22, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 22, 2017 in The Loft. Present Board of Trustee members were presiding: Board Vice-President Kathie Norman, Alderman Henry Nelson, Kevin Anderson, Dolyce Johnson, Nancy Mannchen, Kyle Whelton, Meg Albrinck, and Chris Campe. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Administrative Assistant Sydney Mehn, Support Services Manager Diane Kallas, and Public Services Manager Melissa Prentice.

Board of Trustee members absent: Board President Maeve Quinn, and Board Treasurer Dirk Zylman.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Norman called the meeting to order at 3: 47 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Norman 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 May 25, 2017 meeting; Whelton seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reported that due to a biking accident, Board Treasurer Dirk Zylman will be out indefinitely. More information to come as we know more.

COMMITTEE REPORTS: FINANCE COMMITTEE DEBBIE DeAMICO REPORT. DeAmico reported in Zylman s absence. Due to quorum issue, there was no finance meeting this month. DeAmico informed the Board of Trustees that the Y-T-D budget and accounts payables were in good order.

FINANCE REPORT. 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. DeAmico informed the board that one donation of \$311.00 was received in June 2017 from the MillsporeSigma group. Nelson moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Anderson seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION ON APPROVING PROPOSED 2018 OPERATING BUDGET. DeAmico reported on the proposed 2018 budget, which was discussed in detail. It was determined that due to 2 % increase in wages, as well as increased insurance premium claims, the Library will ask the city for \$114,326.00 for 2018. She also reported that due to the wellness program, premiums for employees might change and could possibly affect the price the Library pays out. Because of this, the Library has budgeted conservatively. Whelton moved to approve the proposed 2018 budget. Anderson seconded. The motion passed.

DIRECTORS REPORT UPDATE ON PERSONNEL CHANGES.

Erickson reported that Deb Voss from Adult Services will be retiring as of June 30 th. She will be replaced by Carol Munroe, who will start on July 24 th. It was also reported that Sandy Jakum from Children s Services will be retiring at the end of August, and we will have Alison Loewen replacing her as of July 31 st. Both Carol and Alison come to us with a wealth of knowledge and experience, and we are very excited to have them come aboard.

UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT. Erickson reported back on the market research focus groups that were performed here. In the report, it was noted that the Library has a good community presence, and great branding. There was much discussion about the positive and negative aspects of the report. A full report is to be presented by the Ad Hoc Marketing Committee after they have had a chance to meet and dissect the material.

UPDATE ON CITY CAPITAL IMPROVEMENTS PROJECT. Erickson reported on the June 12 th meeting included ratings of the three projects that were submitted by Mead.

The two cooling towers that would complete our HVAC system upgrade were ranked high, which Erickson felt meant that it would likely be approved. The carpet replacement also ranked fairly high, however the phone system ranked lower. The projects will now go to full council for approval. More information to come.

UPDATE ON RFID PROJECT. Support Services Manager Diane Kallas reported that the first floor high priority items have been tagged so far, and that we have moved on to 2 nd floor. We are approximately 15 % of the way through the second floor high priority items. New self-check units have arrived, and TS is now working on ordering Automated Materials Handlers (AMH s) and new book drops. Lastly, e-commerce is being added to the website as an additional way that people can pay their fines. The projected go live is aimed at fall.

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

Prentice reported that the June 7 th Civic Lab was a huge success and that the crowd was very engaged. The June 14 th Acuity Cool Picks Summer Reading Program kick off also went very well, with over 100 people in attendance, despite the inclement weather. Prentice further reported on the upcoming programing, the evening of June 22 staff are at the ARtery performing a kite making project, July 28 th we will be having the Ultimate Maker Party with various crafting projects, as well as food and drink served by Luz de Luna.

## MAY STATISTICS.

Erickson reported on the May statistics. In general, physical book check-outs were down, inter-library sharing was down, e-books were up, however e-music and e-magazines have gone down. The gate count also was up, however users have gone down. Lastly, programming is up, and conference room usage is down.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN Norman reported on the Monarch Library System, noting that it was a difficulty to get 32 different libraries to work together nicely. They have implemented a mediator for when the directors get together to allow discussion to flow smoothly. It also was reported that a new bus has been purchased for the Bookmobile. Lastly, Norman reported on the upcoming Trustee training opportunities provided to us from August 21 - 25 th.

MEAD PUBLIC LIBRARY FOUNDATION KATHIE NORMAN Norman reported that the foundation meets every other month. A current survey has been sent to find out members preferred method of communication, in addition to finding out about specifics on events/galas. Lastly, the Spring Fundraiser invitation will be mailed out soon. Updates to the website coming soon.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN Mehn reported that the Friends have been notified of the City s plans to possibly utilize space here at Mead. They have agreed that they will work within whatever parameters we set for them. It also was reported that a \$3000 donation is to be made from the Friends to the Imaginarium for the purchase of a second set of reference books that can then be checked out. Lastly, it was reported that the Friends will again donate \$2500 for the Summer Reading Program in order to supply prizes and books.

## UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE:

July 27, 2017 @ 3: 00 p.m.

FULL LIBRARY BOARD MEETING:

July 27, 2017 @ 3: 45 p.m.

Ad Hoc HR Committee to meet June 29 th @ 2: 00 p.m.

ADJOURN

Nelson moved to adjourn the meeting, Whelton seconded. The motion passed. The meeting adjourned at 5: 16 pm.