

City of Sheboygan
2017-04-27

AKURWY6F3942

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, April 27, 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 3-23-2017.docx

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS - TWO NEW APPOINTMENTS TO LIBRARY BOARD

1.6 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF ROSEMARIE TRESTER AS A MEAD PUBLIC LIBRARY TRUSTEE AND LIBRARY LIAISON TO THE SHEBOYGAN COMMON COUNCIL

1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DAVID HOFFMANN AS A MEAD PUBLIC LIBRARY TRUSTEE

2. COMMITTEE REPORTS

2.1 FINANCE COMMITTEE - DIRK ZYLMAN, CHAIR. REPORT OF 4/27/17 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

ATTACHMENT: March 2017 Visa Accounts Payables.xlsx

ATTACHMENT: April 2017 YTD Income Statement.xls

ATTACHMENT: April 2017 Accounts Payables.xlsx

2.3 HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 4/18/17 MEETING

ATTACHMENT: Minutes Human Resources Committee 04-18-2017.docx

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 DISCUSSION AND POSSIBLE ACTION REGARDING USE OF PRIVATE COMPANIES TO COLLECT FINES AND FEES

3.2 DISCUSSION AND POSSIBLE ACTION TO APPROVE 2016 ANNUAL REPORT

ATTACHMENT: 2016 Annual Report.pdf

3.3 DISCUSSION AND POSSIBLE ACTION TO UPDATE TABLE OF ORGANIZATION

ATTACHMENT: Table of Organization - April 2017.xlsx

ATTACHMENT: Table of Organization - current.xlsx

3.4 DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS

ATTACHMENT: TechnicalServicesLibraryAssistant-April2017.docx

ATTACHMENT: Librarian-April2017.doc.docx

ATTACHMENT: LibraryAssistant-April2017.doc.docx

ATTACHMENT: MaintenanceTechnician-2017.doc.docx

3.5 DISCUSSION AND POSSIBLE ACTION ON WAGE SCALE UPDATE

3.6 DISCUSSION AND POSSIBLE ACTION ON FUNDING EMERGENCY GENERATOR INSTALLATION

4. DIRECTOR'S REPORT

4.1 UPDATE ON PERSONNEL CHANGES

4.2 UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT

4.3 UPDATE ON RFID PROJECT

ATTACHMENT: RFID Update.xlsx

4.4 UPDATE ON SERVICES AND PROGRAMMING

4.5 MARCH STATISTICS

ATTACHMENT: March 2017 Statistics.xlsx

5. LIAISON REPORTS

5.1 MONARCH LIBRARY SYSTEM - KATHIE NORMAN

5.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN

ATTACHMENT: PlannedGivingBrochure.pdf

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - GARRETT ERICKSON

ATTACHMENT: NotesJudyBiederwolf.docx

6. UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE (05/25/17 @ TBD)

6.2 LIBRARY BOARD OF TRUSTEES (05/25/17 @ 3:45pm) - OFFICER ELECTIONS

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