

City of Sheboygan
2017-04-27

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Minutes Mead Public Library Board of Trustees April 27, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 27, 2017 in The Loft. Present Board of Trustee members were presiding: Board President Maeve Quinn, Board Treasurer Dirk Zylman, Henry Nelson, Nancy Mannchen, Dave Hoffman, Kevin Anderson, and Chris Campe. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, and Librarian Matt Beinemann.

Board of Trustee members absent: Board Vice-President Kathie Norman, Dolyce Johnson, and Alderperson Rosemarie Trestor.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 45 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 March 23, 2017 meeting; Nelson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn announced that Meg Albrinck has been appointed by the Mayor of Sheboygan to service on the Mead Public Library Board of Trustees.

The Mayor has also appointed Kyle Whelton to the Libraries Board of Trustees, and they are waiting for the full council approval.

Meg and Kyle will replace outgoing board member s Dave Hoffman and Rosemarie Trestor.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF ROSEMARIE TRESTER

AS MEAD PUBLIC LIBRARY TRUSTEE AND LIBRARY LIASON TO THE

SHEBOYGAN COMMON COUNCIL.

Quinn read the RESOLUTION in recognition of

the service of Rosemarie Trestor to Mead Public Library, and thanked her for her service.

A motion was made by Nelson to accept the resolution in honor of the service of

Rosemarie Trester to the Mead Public Library.

Hoffman seconded the motion. The

Motion passed.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DAVID HOFFMAN AS MEAD PUBLIC LIBRARY TRUSTEE.

Quinn read the RESOLUTION in recognition of

the service of David Hoffman to Mead Public Library, and thanked him for his service.

A motion was made by Zylman to accept the resolution in honor of the service of David Hoffman to the Mead Public Library.

Campe seconded the motion. The

Motion passed.

COMMITTEE REPORTS: FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 4 / 27 / 2017 MEETING.

Zylman informed the Board of Trustees that the Y-T-D budget and accounts payables were review and found in good order.

Zylman also informed the board that the Finance Committee would be recommending the acceptance of the wage salary increases which are agenda items to be a discussed.

Zylman also gave the board the time-line for the 2018 budget process.

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. Zylman informed the board that no donations were received in April 2017.

Zylman moved to approve payment of expenditures including payroll and recurring expenses and special revenues. Nelson seconded the motion. The motion passed.

HUMAN RESOURCES COMMITTEE KATHIE NORMAN, CHAIR.

REPORT OF

4 / 18 / 2017 MEETING.

In Norman s absence Quinn announced that the committee actions

would follow later in the agenda.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION
REGARDNG USE OF PRIVATE COMPANIES TO COLLECT FINES AND FEES.

Erickson explained to the Board of Trustees the reasons to bring the fines and fees collection in house versus using an outside collection agency.

Nelson moved to bring the fines and fees collection process in house and terminate the contract with Unique Collection.

Mannchen seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPROVE 2016 ANNUAL REPORT.

Zylman moved to accept the 2016 Mead Public Library Annual Report.

Anderson

seconded.

The motion passed.

DISCUSSION AND POSSIBLE ACTION TO UPDATE TABLE OF ORGANIZATION. Erickson explained to the Board of Trustees the reason for the change in the Table of Organization .

Nelson moved to approve the revised updates to the 2017 Table of Organization. Campe seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS.

Erickson explained to the Board of Trustees the change, creation and updates to the job descriptions for the Librarians, Library Assistants, Maintenance Technician, and the creation of the Technical Services Library Assistants. Erickson explained the need for these changes and what would be accomplished with the changes.

Mannchen moved to approve the job description of Library Assistant, Technical Library Assistant, Maintenance Technician, and Librarian. Hoffman seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION ON WAGE SCALE UPDATE.

Erickson and DeAmico explained the wage analysis presented to the Board of Trustees for consideration.

Zylman and Quinn explained to the Board of Trustees the need to align those employees under consideration to be brought to the mid-point in the current pay scale. Nelson commented by making this change it would make the employees whole again, and that it is also a fairness issue.

DeAmico did a further analysis of the 2017 wage budget, and feels with the

unexpected retirements that have, and will be occurring in the first half of 2017 the increase in wages could be absorbed without using the Mead Public Library reserve fund, or would only need a smaller portion of the reserve funds to accomplish this task.

Zylman moved to accept the changes to the revised pay scale grades, and to increase employee wages under the Bring to Midpoint column (highlighted in Pink) on the 2017 MPL/City of Sheboygan Wage Scale Employee Wage Increase Analysis document dated April 26, 2017 to midpoint in their respective pay grade, and to increase the LAI positions in pay grade one to the minimum of pay grade two, using current budgeted funds, and Mead Public Library reserve funds to accomplish the change in wages.

The wage increases will be effective beginning July 2, 2017.

Mannchen seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION ON FUNDING EMERGENCY GENERATOR INSTALLATION.

Erickson gave an update on the estimated cost for the re-install of the emergency generator.

Erickson told Board of Trustees members that there should be a better estimate of cost for the May 2017 Board of Trustees meeting.

There was no action taken on the spending of the estimated funds, and will be placed on the May 2017 Board of Trustees agenda for discussion and possible action.

DIRECTORS REPORT UPDATE ON PERSONNEL CHANGES.

Erickson reported that Sydney Mehm has been hired for the Administrative Assistant s position beginning May 22, 2017, and Samantha Leber has been hired as a Library Assistant beginning May 15, 2017.

Samantha will be replacing the vacancy left open with Linda Dekker s retirement.

Erickson reported that Public Services Manager has placed the posting for a Librarian who will replace Debbra Voss after she retires on June 30, 2017.

UPDATE ON MARKET RESEARCH/FOCUS GROUP PROJECT.

Erickson reported that Josh has sent out to 100 people to be part of the focus group.

Josh needs 30 people based on age, recent library card holders, and expired card holders.

Each person that accepts to be part of the study will receive a \$50.00 stipend.

UPDATE ON RFID PROJECT.

Erickson reported that Technical Support Services Manager Diane Kallas as estimated the RFID project to be at around 10 % completed as of date.

UPDATE ON SERVICES AND PROGRAMMING. Librarian Matt Beinemann reported in the absence of Public Services Manager, Melissa Prentice on the upcoming programs that will be held at the Mead Public Library in May.

Beinemann reported there were 83 in attendance of the Academy of Science program, and that the speakers did a great job of keeping everyone's interest during the presentations.

Beinemann reported that there were six teenagers that attended the program and was very interested in the program.

Beinemann spoke on the Holocaust Remembrance Day open house of the Warschau

Holocaust Room was well received with 38 people in attendance.

Beinemann informed

the board that the library staff are gearing up for the 2017 Summer Reading program.

The sign up for the Summer Reading program will begin as of May 14 th which is earlier this year.

By the earlier start date library staff can do school visits with the hopes of signing up students for the summer reading program as well as getting a library card, or renewing library cards.

Beinemann feels with the school visits it gives more opportunities for students and staff to sign up early.

Quinn suggested when making the school visits to promote the on-line library card registration option.

Quinn also suggested that library staff setup an area for students to apply for library cards when they register for school which could be an option to increase student card registrations.

Campe informed the board that most of the schools will be doing on-line registration beginning with the 2017 / 2018 school registration period.

MARCH STATISTICS.

Erickson reported on the March 2017 Mead Public Library

Statistics.

Erickson pointed out the areas of improvement, and the areas that need

improvement.

Erickson noted that staff are working on the areas of concern.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN.

Quinn reported in Norman s absence.

Quinn informed the board that the vote on the moratorium failed.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reported that the Foundation will be sponsors of the Academy of Science and hosting two of these events.

Quinn reported that the Foundation s sub-committee for planned giving has completed their project of creating a brochure on Create A Legacy .

FRIENDS OF THE MEAD PUBLIC LIBRARY GARRETT ERICKSON Erickson reported that the Friends of Mead Public Library held their annual membership meeting on Wednesday, April 26, 2017 with 27 people in attendance.

Erickson reported that at the Friends May 2017 meeting the Friends members will be electing their new officers.

Erickson handed out an email written by Friends current President, Judy Biederwolf summing up the Friends annual meeting, upcoming meetings, and some of the 2016 accomplishments of the Friends.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE:

May 25, 2017 @ 2: 45 pm.

FULL LIBRARY BOARD MEETING:

May 25, 2017 @ 3: 45 pm.

ADJOURN

Quinn adjourned the meeting at 5: 26 pm.