

City of Sheboygan  
2017-03-23

AK9T7K718F77

Minutes Mead Public Library Board of Trustees March 23, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 23, 2017 in The Loft. Present Board of Trustee members were presiding, Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Henry Nelson, Dolyce Johnson, Nancy Mannchen, and Chris Campe. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Librarian Susan Durant,

Board of Trustee members absent:

Aldersperson Rosemarie Trestor, Dave Hoffman and Kevin Anderson.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 51 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 February 23, 2017 meeting; Nelson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Deb Voss, Public Services Librarian, will be retiring June 30, 2017.

COMMITTEE REPORTS: FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 3 / 23 / 2017 MEETING

FINANCE REPORT. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (including payroll) and special revenues (including grants)  
2. RECEIVE MONTHLY 2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING)  
3. REPORT OF GIFTS RECEIVED. 25 % target in reserves has been met with an additional \$76 k. Admin coming back next month with suggestions for use. Zylman moved to approve payment of expenditures including payroll and recurring expenses. Johnson seconded the motion. The motion passed.

MARKETING COMMITTEE DIRK ZYLMAN, ACTING CHAIR, REPORT OF 3 / 9 / 17 MEETING  
Committee voted to approve funding the market research study and Josh reported

that social media has had a significant impact on program attendance recently.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION AND POSSIBLE ACTION TO APPROVE MARKET RESEARCH STUDY Zylman moved to approve funding the market research study up to \$10 k from the Everhard funds. Nelson seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO GIVE DIRECTOR GUIDANCE ON POTENTIAL VOTES ON MONARCH CIRCULATION POLICIES

Disagreement amongst libraries in system in regards to local holds first vs. moratoriums. General consensus directed Erickson to vote for a moratorium but with shorter terms (60 days).

DISCUSSION AND POSSIBLE ACTION ON FUNDING ELECTRICAL WORKEngineering study was just completed this week. No report back yet. Will update next month. No action needed at this time.

DISCUSSION AND POSSIBLE ACTION TO APPROVE 2016 ANNUAL DPI REPORT

Nelson moved to approve the report. Zylman seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPROVE 2018 - 2022 CIP FOR MEAD PUBLIC LIBRARY

Zylman moved to approve 2018 - 2022 CIP. Campe seconded. The motion passed.

DIRECTORS REPORT UPDATE ON RFID PROJECT Kallas reports that retro-tagging/new security is being placed on all materials. New gates and new self-check-out stations expected this summer.

UPDATE ON SERVICES AND PROGRAMING Wintergreen was a success. Large crowds all day long. Reader s Theater began in February. Summer Reading Program theme is Build a Better World .

FEBRUARY STATISTICS Teen materials are now reported separately from Adult materials for more accurate comparison.

LIAISON REPORTS      MONARCH LIBRARY SYSTEM      KATHIE NORMAN

Norman reported that the social aspect of Polaris is being worked on and is expected to be up and running soon.

MEAD PUBLIC LIBRARY FOUNDATION      MAEVE QUINN Quinn reported that the Development Committee is actively working on and producing materials. Three separate mailings are also scheduled to go out this year including a survey of all members.

FRIENDS OF THE MEAD PUBLIC LIBRARY      LAUREN RICHMOND Richmond reported that the Annual Meeting will be held on April 23 rd and will feature a local author presentation.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE:

April 27, 2017 @ TBD.

FULL LIBRARY BOARD MEETING:

April 27, 2017 @ 3: 45 PM.

ADJOURN

Quinn adjourned the meeting at 5: 21 PM.