

Minutes Mead Public Library Board of Trustees January 26, 2017

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 26, 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, Kevin Anderson, and Dave Hoffman. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice,

Board of Trustee members absent:

Alderperson Rosemarie Trestor, Nancy Mannchen and Chris Campe.

1 OPENING OF MEETING:

1.1 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.

1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no Public comment.

1.4 APPROVAL OF MINUTES. Norman moved to approve the minutes from the November 17, 2016 meeting; Anderson seconded the motion. The motion passed.

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

Quinn read correspondence she received from a young lady complementing the Library.

Erickson received the final version of the City of Sheboygan s strategic plan and passed it around for the members to review.

Erickson mentioned the Library should meet early spring and review the MPL s strategic plan to make sure it is on target and there are no changes or additions that should be made to the current strategic plan.

2 COMMITTEE REPORTS:

2.1 FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 12 / 15 / 2016 MEETING

- 2.2 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. Zylman brought forward the City of Sheboygan s new grant policy.

Erickson explained the policy and is waiting for an answer back from Nancy Buss, City Finance Director, Darrell Hofland, City Administrator and Chuck Adams, City Attorney as to if the Library would fall under the new policy, or if they would fall under the Library State Statue.

Unique Collection, Zylman asked DeAmico to explain the analysis she did on the current fines and fees collect service.

After discussion Zylman informed the board that Finance Committee tabled the discussion on this service until the February Finance Committee meeting.

Zylman inform the board of the donations received at the end of December 2016 and January 2017.

On a final note Zylman informed the board that Finance Committee will have the 4 th quarter report for the MPL Funds held under the MPLF at February s Board of Trustees meeting.

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

2.3 MARKETING AND SERVICES COMMITTEE KEVIN ANDERSON, CHAIR, REPORT OF January 25, 2017 MEETING,

The January 25, 2017 Marketing and Services Committee meeting was cancelled to do lack of quorum.

3 ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

3.1 DISCUSSION AND POSSIBLE ACTION TO STAFF-IN-SERVICE DATE ON MARCH 10, 2017.

Erickson turned over the in service discussion to Prentice.

Prentice informed the board that this year s staff in-service topic will be Public Service with Diversity and Cultural Competency in Mind by Tynisha D. Meidl, PhD.

Prentice explained the subject material and why this would help the staff in everyday operations and dealing with patrons.

Nelson moved to close the Library on March 10, 2017 and hold the staff-in-service day. Norman seconded. The motion passed.

3.2 UPDATE ON PROGRAMMING AND SERVICES CHANGES INFORMATIONAL ONLY:

Erickson gave the Board an update on the newly created study rooms on the second floor, and the newly finished teen media center is open and ready for use.

Erickson stated there will be a soft launch off the teen media center and it can be used by teens and adults to record video s and use as a recording studio.

Prentice gave an update of the upcoming programs being held at the Library for January and February.

Erickson showed a Facebook post to the board on a recent program in the Children s Library as an example of the new type of advertising using video s on the library s Facebook page.

3.3 PRESENTATION ON COLLECTION HQ SOFTWARE BY MELISSA PRENTICE FOR INFORMATION ONLY:

Prentice gave a presentation on how Collection HQ works, how it aids in ordering materials and helps make selections for patron materials.

Anderson said he would address the Library Services and Marketing Committee on how to let patrons know what services are available to them at the library.

MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXEPTION SET FORTH IN WISCONSIN STATE STATUES 19.85 (1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL

BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY.

Nelson made a motion to go into closed session or the performance evaluation of the Library Director.

Johnson seconded the motion.

3.5 ROLL CALL VOTE TO GO INTO CLOSED SESSION:

Quinn called for the roll call vote to go into closed session.

Upon roll call there were 7 Ayes and 0 Nye s.

3.6 CLOSED SESSION: At 5: 05 PM Quinn moved into closed session for the performance evaluation of the Library Director.

3.7 RECONVENE IN OPEN SESSION:

At 5: 56 PM Zylman made a motion to reconvene into open session.

Nelson seconded the motion.

The motion passed.

3.8 POSSIBLE ACTION ON LIBRARY DIRECTOR PERFORMANCE EVALUATION.

Quinn stated Erickson had a positive review. Quinn made mention of what the Board of Trustees has experience with Erickson along with his performance, and the strong goals that he has set.

Quinn stated The Board is looking forward to working with Erickson and Darrell Hofland City Administrator in the coming year .

Quinn made a motion to increase Erickson s salary by four percent (4 %) retroactive to January 1, 2017.

Zylman seconded.

The motion passed.

4 DIRECTORS REPORT

4.1 UPDATE ON RENOVATIONS TAKING PLACE ON SECOND AND THIRD FLOOR OF LIBRARY
Erickson reports that the teen zone media lab is completed. The two new study rooms, and the Warshau room project is completed and invited the Board of Trustees to view the new areas.

4.2 UPDATE ON NEW ONLINE LIBRARY CARD APPLICATION:

Erickson reports that patrons can now apply for library cards on the MPL website.

4.3 DISCUSSION ON POSSIBLE COLLABORATION WITH SHEBOYGAN ROTARY CLUB.

Erickson reports that the Early Morning Rotary Club & Making Spirits Bright would like to display the largest Christmas stocking in the libraries front window.

Norman thought this would be good for the library by bringing in people that would normally would not come into the library.

Norman asked Erickson to invite the club to its February meeting to make a presentation on the project so the board could view and possibly make a decision to do be part of the project.

Erickson will contact the club and setup the presentation with them.

4.4 DECEMBER STATISTICS.

Erickson noted that the statistics have their ups and downs and there is still more work that needs to be done and the goal is to increase the statistics.

5 LIAISON REPORTS

5.1 MONARCH LIBRARY SYSTEM KATHIE NORMAN.

Norman reported there wasn't any new items to report at this time.

Quinn announced that when Norman is unable to make the Monarch Library System's meetings that Mannchen will be the alternate to attend the system meeting, and if Norman, and Mannchen are unable to make the meeting then she would attend the meeting for them.

5.2 MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN:

Quinn reports that the Foundation board will be meeting every other month going forward.

The next Mead Public Foundation Board meeting will be on March 22, 2017.

Quinn also reported the Foundation was able to approve the Mead Public Library wish list for 2017, and the approval will benefit the library with many wonderful gift additions through this donation.

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND:

A Friends Report of January 16, 2017 was handed out in Richmond's absence.

Erickson noted the Friends approved a donation request from Mead Public Library staff for over \$10,000.00 to help cover the costs for programming, marketing, film licenses and other items.

6 UPCOMING MEETINGS

6.1 LIBRARY BOARD FINANCE COMMITTEE:

February 23, 2017 @ TBD.

6.2 FULL LIBRARY BOARD MEETING:

February 23, 2017 @ 3: 45 PM.

ADJOURN

7.1

Quinn adjourned the meeting at 6: 24 PM