

Minutes Mead Public Library Board of Trustees December 15, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 15, 2016 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, Kevin Anderson, Chris Campe, and Dave Hoffman. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice, Communications Specialist Josh Lintereur and Administrative Assistant Lauren Richmond. Board of Trustee members absent: 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 November 17, 2016 meeting; Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Introduction of new staff-Communications Specialist Josh Lintereur.

COMMITTEE REPORTS FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 12 / 15 / 2016 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. Carried through with the selling of \$250,000 in securities for RFID project. Zylman moved to approve payment of expenditures including payroll and recurring expenses. Johnson seconded the motion. The motion passed.

MARKETING AND SERVICES COMMITTEE KEVIN ANDERSON, CHAIR, REPORT OF 12 / 7 / 16 MEETING Josh Lintereur was introduced and acclimated to the committee. Re-branding effort and long-term marketing plan on horizon moving forward in 2017.

ART COMMITTEE HENRY NELSON, CHAIR. REPORT OF 12 / 15 / 16 MEETING

Model ship donation accepted by committee to be displayed on 3 rd floor.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE ACTION TO  
ACCEPT GIFT AS RECOMMENDED BY THE ART COMMITTEE Nelson moved to accept the gift.  
Norman seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO ADOPT 2017 LIBRARY CLOSINGS Schedule should  
read Saturday, December 30 th not 27 th. Norman moved to approve the schedule  
with edit. Anderson seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPOINT A REPRESENTATIVE TO THE NEW MONARCH  
LIBRARY SYSTEM Quinn moved to appoint Kathie Norman representative to the  
Monarch Library System. Nelson seconded. The motion passed.

DIRECTORS REPORT UPDATE ON RENOVATIONS TAKING PLACE ON SECOND AND THIRD FLOOR OF LIBRARY Erickson reports that there are two projects underway currently. First, the teen zone media lab is being furnished and soundproofed. And second, the second floor staff room is being consolidated and a public entrance to the Warshau room is being created. Also, the new generator is being installed.

UPDATE ON SYSTEM MERGER IMPLEMENTATION Erickson reports that the merging of records is complete. Clean-up work needed but it is now functional.

UPDATE ON PROGRAMMING AND SERVICES CHANGES.

Prentice reports that there are a lot of new programs schedule for the Makerspace in 2017. Additionally a Great Lakes and Small Streams display and programming coming in 2017 as well.

NOVEMBER STATISTICS Check-outs in December will be low due to the system being down for the merger.

LIAISON REPORTS EASTERN SHORES/MONARCH LIBRARY SYSTEM KATHIE NORMAN.

Norman reports that the last meeting was just an update on the merger timeline.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reports that the Yuletide Reception was a success. There was no December board meeting.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND Richmond reports that an Annual Meeting has been scheduled for April and will include a local author guest speaker.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE (1 / 26 / 2016 @ 3: 15)

FULL LIBRARY BOARD MEETING (1 / 26 / 16 @ 3: 45 PM)

ADJOURN

Quinn adjourned the meeting at 5: 02 p.m.