

AMMENDED Minutes Mead Public Library Board of Trustees November 17, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 17, 2016 in The Loft. Present Board of Trustee members were presiding, Board President Maeve Quinn, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Dolyce Johnson, Nancy Mannchen, Kevin Anderson, Chris Campe, Dave Hoffman. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice and Administrative Assistant Lauren Richmond. Board of Trustee members absent: Alderperson Rosemarie Trestor, Henry Nelson.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 50 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 October 27, 2016 meeting; Anderson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

COMMITTEE REPORTS FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 11 / 17 / 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. In light of RFID approval, committee decided to move \$250,000 of investments into a money market account to secure the funds. Zylman moved to approve payment of expenditures including payroll and recurring expenses. Johnson seconded the motion. The motion passed.

HUMAN RESOURCES COMMITTEE KATHIE NORMAN, CHAIR, REPORT OF 11 / 1 / 16 MEETING Norman reports that with the help of City HR Dept., Library employees now have equivalent city pay scale positions. This created a large pay wage discrepancy, but will be the focus in 2017 to begin catching up in 2018.

POLICY COMMITTEE KATHIE NORMAN, CHAIR. REPORT OF 11 / 14 / 16 MEETING

Committee had a discussion regarding firearms policies. Further research needed to ensure Library has app 5 proproate liability etc.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE ACTION ON 2017 WAGE SCALE UPDATE Anderson moved to update Library pay scale to mirror that of the City with the understanding that any future changes within the City pay scale go before the full Library board for final review and approval if deemed necessary. Hoffman seconded the motion. The motion passed.

DIRECTORS REPORT UPDATE ON THE 2017 BUDGETARY AND CIP PROCESS.

Erickson reported that the City CIP list was passed 8 - 7. Included on the list for the Library were the boiler replacement, security system, new carpeting and ventilation. The budget passed at a 0 % increase.

UPDATE ON OPEN POSITIONS.

Erickson reported that a new Library Assistant and a new Communications Specialist have been hired, both to start on 12 / 5 / 16.

UPDATE ON PROGRAMMING AND SERVICES CHANGES.

Prentice updated the board with the December 2017 programming schedule.

SEPTEMBER AND OCTOBER STATISTICS

LIAISON REPORTS EASTERN SHORES LIBRARY SYSTEM KATHIE NORMAN.

Norman stated Nelson is still the representative for ESLS until December 31, 2016.

Norman will be the MPL representative beginning January 1, 2017 when the library system becomes the Monarch Library System.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN.

Quinn reported that the Board is preparing for Yuletide Reception on 12 / 9 / 16.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND Richmond reported that the Bookstore is doing so well, emptying of the donation/payment box has been increased from twice a week to three times a week.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE (12 / 15 / 2016 @ 3: 15)

FULL LIBRARY BOARD MEETING (12 / 15 / 16 @ 3: 45 PM)

ADJOURN

Quinn adjourned the meeting at 4: 33 p.m.