

Minutes Mead Public Library Board of Trustees October 27, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 27, 2016 in The Loft. Present Board of Trustee members were presiding, Board Vice-President Kathie Norman, Board Treasurer Dirk Zylman, Dolyce Johnson, Nancy Mannchen, Kevin Anderson, and Alderperson Rosemarie Trester. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Support Services Manager Diane Kallas, and Public Services Manager Melissa Prentice. Board of Trustee members attending via remote access:

Board President Maeve Quinn.

Others in attendance:

Amy Birtell, ESLS Director.

Board of Trustee members absent: Chris Campe, Dave Hoffman, and Henry Nelson.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Norman called the meeting to order at 3: 45 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE.

Norman 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.

Mannchen moved to approve the minutes from the September 22, 2016 meeting with amendments; Zylman seconded the motion. The motion passed.

Johnson abstained.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. No reports where available

COMMITTEE REPORTS FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 10 / 25 / 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. Zylman started the discussion on using the MPL Funds to do projects that would not pass through the Cities CIP scope of projects.

Zylman referred the salary scale update to the MPL HR committee and requested that there be a joint HR/Finance committee meeting and then make a recommendation to the full Board of Trustees.

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

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE ACTION ON FUNDING FOR FUTURE CAPITAL IMPROVEMENT PROJECTS.

Erickson presented the list of 2017 possible library projects for the MPL Funds since the City of Sheboygan may be approving the library HVAC boiler replacement, Security System and Children s room carpet replacement at the next council meeting.

Zylman stated there are enough funds to cover some of the projects and felt they should be used instead of building up the funds.

Johnson was in agreement that funds should be used to fund the RFID project and the E-Commerce payment system.

Johnson made a motion to move forward with the RFID and E-Commerce project in 2017 using the MPL Funds if the City Alderman approve the HVAC, Security System and Children s room carpet replacement as part of the 2017 City CIP projects.

Zylman seconded the motion.

The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPROVE 2017 RESOURCE LIBRARY CONTRACT.

Erickson presented the 2017 Resource Library contract to the Board of Trustees.

Both Erickson and Birtell assured the Board that it is a standard contract, and is like the past resource library contract.

Norman made a motion to approve the 2017 Resource Library Contract with Monarch Library System.

Anderson moved to accept the motion. Trester seconded the motion. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPROVE MONARCH LIBRARY SYSTEM MEMBERSHIP AGREEMENT.

Erickson presented the membership agreement to the Board of Trustees.

Birtell and Norman mentioned the agreement for the most part is from the Wisconsin State Statues.

Johnson questioned the Mid-Wisconsin Library System that would be bringing in a less reserve than when the approval to go to a combined library system was initially voted on.

Erickson informed the Board that the library coming in with a lesser reserve has resolved their issue and would be bringing in \$150,000 less than originally anticipated.

Birtell also informed the Board that this particular library also has a piece of property worth roughly \$350,000 that would be sold with proceeds going into the reserve funds.

Quinn spoke on this issue as well and informed the Board that she is composing a letter and will present the letter at the next Board meeting expressing the MPL s concerns in the reserve matter.

Zylman stated it is a big concern about the timing of the news coming out.

Anderson asked what percentage of the total reserve amount the \$150,000 less represents.

Birtell stated about one-third.

Norman made a motion to approve the 2017 Monarch Library System Membership Agreement.

Anderson moved to accept the motion.

Johnson seconded the motion. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO APPROVE MONARCH LIBRARY SYSTEM ILS MEMBERSHIP AGREEMENT.

Erickson presented the contract and informed the Board that it is similar to the previous agreement with ESLs.

Johnson made a motion to accept the Monarch Library System ILS Membership Agreement.

Trester moved to accept the motion.

Mannchen seconded the motion. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO UPDATE CODE OF CONDUCT.

Prentice explained the background to merit an update to the Code of Conduct policy.

Erickson, Nelson and Quinn had a meeting with the Sheboygan County Health and Human resources in regards to the homeless community in Sheboygan.

After discussion, Erickson will revisit the weapon and firearms policy for any updates and bring it back to the board with recommendations.

Norman would also like Erickson to review what the City Hall does in regards to the weapon and firearms situation.

Trester recommended consulting the City Attorney for updates on this issue as well.

Zylman moved to accept the updated Code of Conduct policy.

Mannchen seconded the motion.

The motion passed.

DISCUSSION AND POSSIBLE ACTION TO CREATE FOOD AND BEVERAGE POLICY.

Erickson ask Prentice to update the board on the updates to the policy.

Prentice explained the reasoning behind the policy change.

Johnson stated she could not support this policy being as there is the Jerry Black Caf, on the first floor to allow food and beverage consumption.

Norman asked if other libraries were allowing food and beverages in their libraries.

Prentice said yes, this is becoming a normal activity in other libraries except for the academic libraries.

Trester moved to accept the changes to the Food and Beverage Policy.

Mannchen seconded the motion.

The motion passes Aye: Board Vice President, Kathie Norman, Board Treasurer, Dirk Zylman, Board President, Maeve Quinn, Alderperson Marie Trester, Board Members: Nancy Mannchen and Kevin Anderson. Nye: Dolyce Johnson.

DIRECTORS REPORT UPDATE ON THE 2017 BUDGETARY AND CIP PROCESS.

Erickson informed the board that the City Common Council will be voting on the 2017 CIP request on Monday, November 7, 2016.

UPDATE ON OPEN POSITIONS.

Erickson stated a committee is in the final steps of hiring for the Communication Specialist position.

Prentice stated that an offer has been made to a candidate for the Library Assistant position.

UPDATE ON SALARY SCALE STUDY.

Erickson explained the salary scale process included contacting many libraries similar to the same size as the Mead Public Library,

and that he and DeAmico met with Sandy Rohrick, City HR Director and based updated salary scale on current city pay grades as well as other libraries of similar size.

DeAmico handed out a spreadsheet (without staff names) showing the differences between the 2009 salary grades vs. the 2017 updated salary paygrade grid.

Erickson and DeAmico addressed questions that were presented.

Norman referred the salary scale study analysis, and the updated pay grade scale to the MPL Human Resource committee for further review and recommendation.

The HR committee will review and then setup a joint meeting with the MPL Finance committee.

UPDATE ON PROGRAMMING AND SERVICES CHANGES.

Prentice updated the board with the November 2017 programming schedule.

SEPTEMBER STATISTICS.

No report was given.

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.

Norman responded the Foundation is working on the Renaissance event and are looking at other possible fund raising events as well as plan giving.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND No report was given.

UPCOMING MEETINGS

LIBRARY BOARD FINANCE COMMITTEE (11 / 17 / 2016 @ TBD)

FULL LIBRARY BOARD MEETING (11 / 17 / 16 @ 3: 45 PM)

ADJOURN

Mannchen made a motion to adjourn.

Trester seconded the motion. Norman adjourned the meeting at 4: 55 p.m.