

City of Sheboygan  
2016-08-25

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MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM - The Loft Meeting Room, Mead Public Library, 710 N 8th Street, Sheboygan, WI 53081

Mead Public Library Board of Trustees Thursday, August 25, 2016 The Loft Meeting Room - 3rd floor - 3:45 p.m. Mead Public Library 710 N 8th Street, Sheboygan, WI 53081

**1. OPENING OF MEETING**

1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT

1.2 PLEDGE OF ALLEGIANCE

1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING)

1.4 APPROVAL OF MINUTES

ATTACHMENT: Minutes Board of Trustees 6-23-2016.docx

1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS

**2. COMMITTEE REPORTS**

2.1 FINANCE COMMITTEE - DIRK ZYLMAN, CHAIR. REPORT OF 8/25/16 MEETING

2.2 FINANCE REPORT. 1. 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

ATTACHMENT: Visa Charges 7-7-16 - 8-4-16.pdf

ATTACHMENT: Visa Charges 6-4-16 - 7-6-16.pdf

ATTACHMENT: Accounts Payable August 2016.xlsx

ATTACHMENT: August 2016 YTD Income Statement.xls

ATTACHMENT: Accounts Payable July 2016.xlsx

2.3 POLICY COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 6/30/16 MEETING

2.4 ART COMMITTEE - MAEVE QUINN -REPORT OF 7/7/16 MEETING

2.5 HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 8/9/16 MEETING

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3.1 DISCUSSION AND POSSIBLE ACTION TO CLARIFY MEETING FACILITATOR SUCCESSION IN BYLAWS DOCUMENT

ATTACHMENT: BylawsofMPLBoardofTrustees - first revision.docx

3.2 DISCUSSION AND POSSIBLE ACTION TO ADDRESS REMOTE ACCESS TO LIBRARY BOARD MEETINGS IN BYLAWS DOCUMENT

ATTACHMENT: Remote Access - Explanation of city ordinance from Attorney Char

les Adams.pdf

ATTACHMENT: BylawsofMPLBoardofTrustees - second revision.docx

3.3 DISCUSSION AND POSSIBLE ACTION TO UPDATE LIBRARY GIFTS POLICY

ATTACHMENT: GiftsPolicy.docx

3.4 DISCUSSION AND POSSIBLE ACTION TO ACCEPT DONATION OF WATERCOLOR PAINTING

3.5 DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS

ATTACHMENT: Cleaner - August 2016.docx

ATTACHMENT: Communications Specialist - Aug 2016.docx

3.6 DISCUSSION AND POSSIBLE ACTION TO UPDATE 2017 TABLE OF ORGANIZATION

ATTACHMENT: Table of Organization 2017 Rev 8-9-16.xlsx

3.7 DISCUSSION AND POSSIBLE ACTION TO UPDATE HEALTH, DENTAL, AND OTHER HEALTH-RELATED INSURANCE POLICY

ATTACHMENT: Health, Dental and other Health-Related Insurance Policy (2).doc  
x

**4. DIRECTOR'S REPORT**

4.1 UPDATE ON COMMON COUNCIL STRATEGIC PLANNING PROCESS

ATTACHMENT: CityServicesSurveyData\_8-5-16.pdf

4.2 UPDATE ON CITY DEPARTMENT STAFF SATISFACTION SURVEY

4.3 UPDATE ON THE 2017 BUDGETARY PROCESS

4.4 DISCUSSION OF CAPITAL IMPROVEMENT PROJECTS

4.5 UPDATE ON MERGER BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM

4.6 UPDATE ON SECOND FLOOR CHANGES INCLUDING MAKERSPACE AREA

4.7 UPDATE ON GUEST PASS PROCEDURAL CHANGE IN SEPTEMBER

4.8 UPDATE ON PROGRAMMING

4.9 JUNE/JULY STATISTICS

ATTACHMENT: Statistics July 2016 MPL.xlsx

ATTACHMENT: Statistics June 2016 MPL.xlsx

**5. LIAISON REPORTS**

5.1 EASTERN SHORES LIBRARY SYSTEM - HENRY NELSON

5.2 MEAD PUBLIC LIBRARY FOUNDATION - MAEVE QUINN\KATHIE NORMAN

5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY - LAUREN RICHMOND

**6. UPCOMING MEETINGS**

6.1 LIBRARY SERVICES AND MARKETING COMMITTEE (8/30/16 @ 12PM)

6.2 LIBRARY BOARD FINANCE COMMITTEE (9/22/16 @ TBD)

6.3 FULL LIBRARY BOARD MEETING (9/22/16 @ 3:45)

**7. ADJOURN**

7.1 MOTION TO ADJOURN

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall

Mead Public Library

Sheboygan County Administration Building

City's website