City of Sheboygan ACMRG46DDB1A
2016-08-25

MinutesMead Public LibraryBoard of TrusteesAugust 25, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 25, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Nancy Mannchen, Kathie Norman, Dolyce Johnson, Dirk Zylman, Dave Hoffman, Kevin Anderson, and Rosemarie Trestor. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice.

Board of Trustee members absent: Henry Nelson.

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 46 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).

APPROVAL OF MINUTES. Norman moved to approve the minutes from the June 23, 2016 meeting; Johnson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.

COMMITTEE REPORTS FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 8 / 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 moved to approve payment of expenditures including payroll and recurring expenses. Johnson seconded the motion. The motion passed.

POLICY COMMITTEE KATHIE NORMAN, CHAIR, REPORT OF 6 / 30 / 16 MEETINGLanguage of 850 Funds to be changed to MPL Fund, facilitator succession updates, discussion of translated materials, remote access discussion to provide

additional option to board members.

ART COMMITTEE MAVE QUINN, REPORT OF 7 / 7 / 16 MEETINGQuinn reporting in Nelson s absence. Committee decided painting not suited for our philosophy and collections. Declined donation.

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

Overviewed job descriptions for Cleaner and PR Specialist, updated T.O. to reflect current staff and approved change to city determined benefit changes in our policy.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE ACTION TO CLARIFY MEETING FACILITATOR SUCCESSION IN BYLAWS DOCUMENT Norman moved to accept changes. Mannchen seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO ADDRESS REMOTE ACCESS TO LIBRARY BOARD MEETING IN BYLAWS DOCUMENT. Norman moved to accept changes. Anderson seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO UPDATE LIBRARY GIFTS POLICYZylman moved to change 850 Funds to MPL Funds. Johnson seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO ACCEPT DONATION OF WATERCOLOR PAINTING

Quinn moved to decline the donation. Johnson seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO UPDATE JOB DESCRIPTIONS

Zylman moved to approve the Cleaner job description. Norman seconded. The motion passed.

Norman moved to approve the Communications Specialist job description. Zylman seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO UPDATE 2017 TABLE OF ORGANIZATION

Campe moved to accept changes. Mannchen seconded. The motion passed.

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

Johnson moved to accept changes. Hoffman seconded. The motion passed.

DIRECTORS REPORT UPDATE ON COMMON COUNCIL STRATEGIC PLANNING PROCESS
Erickson reported that the process started with dept. heads and alders with a vision for what the City should be. Ball is rolling. Was facilitated by CIVMIC. Library did very well in city survey.

UPDATE ON CITY DEPARTMENT STAFF SATISFACTION SURVEYErickson reported that the results were favorable towards Library department and the results will be forwarded to management for use in future planning.

UPDATE ON THE 2017 BUDGETARY PROCESSDepartments to justify budgets in early September. End results with November final approval.

DISCUSSION OF CAPITAL IMPROVEMENT PROJECTSCIP Committee approved boiler/emergency generator. Next to be seen September 13 by city planning, then to council for final approval.

UPDATE ON MERGER BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEMProcess is complete through the approval process by all four counties. No in the implementation stage. Name to be changed. Working through details now. Local holds feature will begin September 7 for customers.

UPDATE ON SECOND FLOOR CHANGES INCLUDING MAKERSPACEPrentice reports the makerspace is up and running. Orientation session planned for the public. September will roll-out more formal projects. Re-organization is wrapping-up with the last piece being the new desk estimates to be delivered next month.

UPDATE ON GUEST PASS PROEDURAL CHANGE IN SEPTEMBERStarting September 6, guest passes will no longer be available. This implementation will streamline services as well as increase registration numbers.

UPDATE ON PROGRAMMINGPrentice reports summer reading programming is wrapping-up. Exceeded goals. Gearing up for the fall with Big Read kick-off in September. Children s Book Festival in October.

4.9

JUNE/JULY STATISTICS

E-content up, gate count also up.

LIAISON REPORTS EASTERN SHORES LIBRARY SYSTEM HENRY NELSON Norman reports in Nelson s absence. Merger Committee going well, very tight time-table but plan is by January to have systems merged and up and running.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMANDid not meet in July.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMONDRichmond report the Friends will be sending out a survey to their own membership in September. Fall Book Sale coming in October.

UPCOMING MEETINGS

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

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

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

ADJOURN

Quinn adjourned the meeting at 4: 45 p.m.