

City of Sheboygan
2016-06-30

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MinutesMead Public LibraryPolicy CommitteeJune 30, 2016

A meeting of the Mead Public Library (MPL) Policy Committee was held on Thursday, June 30, 201. Present committee members: Kathie Norman, chair, Dolcye Johnson, Henry Nelson and Maeve Quinn.

Staff present: Debbie DeAmico, Garrett Erickson, Lauren Richmond, Helene Capizzi and Melissa Prentice.

Opening of Meeting Norman called the meeting to order at 1: 02 p.m. She determined there was a quorum present. Quinn moved to approve the February 5, 2015 minutes. Johnson seconded. The motion passed.

Items for Discussion and Possible Action Discussion on language translation of marketing materials In the past any documents contractual in nature or policy were translated into Spanish and Hmong. Certain marketing materials were also translated. Currently only materials translated are those marketed for programs specifically in other languages. Moving forward, administration to determine which documents to continue to produce in Spanish, but Hmong translation no longer necessary.

Discussion and possible action to update library gifts policyCurrent gift policy states any donation over \$100 is to be deposited into the Foundation, but it does not specify which account. Any large restricted donation should be taken to the board for decision on deposit. The two possible accounts are the Foundation Endowment account, for investment, and the 850 account, which is to hold funds until used by the Library.

Quinn moved to revise subsection C under Monetary Gifts and Gifts of Securities in the Library Gift Policy to now read MPL Fund instead of Mead Public Library Foundation . Johnson seconded. The motion passed.

Johnson moved to revise a name change from 850 Investment Account to MPL Fund within the Foundation s agreement document. Quinn seconded. The motion passed.

Quinn moved to revise subsection C under Monetary Gifts and Gifts of Securities in the Library Gift Policy to now read Any restricted/unrestricted monetary gift Johnson seconded. The motion passed.

Discussion and possible action to clarify meeting facilitator succession in bylaws documentQuinn moved to insert In the event of the absence of the prior two officers, the Finance Chair shall assume and perform duties and function of the President at the end of Article III, Section 3 of the Bylaws. Johnson

seconded. The motion passed.

Discussion and possible action to address remote access to library board meetings in bylaws document Quinn moved to adopt City ordinance 2 - 138 with the following revisions: remove not from Section B, remove except as follows as well as Subsections 1 and 2 under Section A and remove Sections D and E. To be inserted into Library Bylaws between Sections 3 and 4 under Article IV. Johnson seconded. The motion passed (subject to legal review).

Upcoming Meetings Future Mead Public Library agenda items: update to weapons policy, requirements for e-rate funding, update to city liaison role in bylaws document Next meeting TBD

Adjourn Norman adjourned the meeting at 2: 21 p.m.