

City of Sheboygan  
2016-06-23

AAVVE8763866

MinutesMead Public LibraryBoard of TrusteesJune 23, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 23, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Henry Nelson, Nancy Mannchen, Kathie Norman, Dolyce Johnson, Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice.

Board of Trustee members absent: Dave Hoffman, Chris Campe, Kevin Anderson, Rosemarie Trester.

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 May 26, 2016 meeting; Campe seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Board picture to be taken at July or August meeting.

COMMITTEE REPORTS FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 6 / 23 / 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.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE RECOMMENDATION TO POLICY COMMITTEE IN REGARDS TO UNRESTRICTED DONATIONS Both the by-laws and Gifts Policy are unclear in what account donations of \$100 or more are to be deposited in. Two possible accounts are the Foundation

Investment Account or the Library 850 Account which is held for library use by the Foundation. Finance suggested Policy Committee clarify language to infer that unrestricted donations over \$100 go into the 850 Account. Policy Committee to meet next month.

DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE PROPOSED 2017 BUDGET In order to cover a deficit, it was recommended by administration and Finance that the contract with current cleaning company be terminated at the end of this year and starting in 2017 the Library hire up to two part-time employees. Cost savings as well as quality control will be gained by doing this. The numbers for this are reflected in the proposed budget. Norman moved to accept the 2017 budget as proposed. Nelson seconded. The motion passed. DISCUSSION ON UPDATE TO CAPITAL IMPROVEMENT PROJECTS LIST Front entrance repairs and clock tower were removed from list after being deemed City responsibility.

DIRECTORS REPORT UPDATE ON THE CURRENT MERGER NEGOTIATIONS BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM Erickson reports that the internal merger committee has voted on and approved the merger plan. Will go to the ESLS and Mid-Wisconsin boards next week and then to the four counties for approval later this summer. Local holds feature has already been approved. The fee structure versus governance is acceptable. New process for in-demand items will be needed moving forward. INFORMATION ON SAFETY CONCERNS On-the-job staff injury occurred earlier this month. Policy updates may be needed in the future to clarify a few questions that arose. City was very helpful in working through the process. UPDATE ON SECOND FLOOR CHANGES INCLUDING MAKERSPACE AREAPrentice reports that the makerspace will have a soft opening Monday, June 27 with a more formal grand opening later on. Staff orientations have taken place. Library Assistant Ann Miller will be dedicating some of her weekly hours to managing the space. UPDATE ON PROGRAMMING Prentice reports that the Summer Reading Program officially kicked-off. Participation numbers are up for children, teen and adults. Library night at the concert series August 4 th. MAY STATISTICSE-content and adult program attendance both maintaining increased numbers.

LIAISON REPORTS EASTERN SHORES LIBRARY SYSTEM HENRY NELSON Covered under section 4.1 of Director s Report.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN Quinn reported that it was an uneventful month. Two new board members were approved-Beth Bartelt and Karl Nelson. Spring solicitation letter to be sent out this week.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND Richmond reported that the Big Book Sale is currently underway with large attendance so far. Friends board has agreed to facilitate another customer survey later this Summer.

UPCOMING MEETINGS  
6.1

LIBRARY BOARD POLICY COMMITTEE (6 / 30 / 16 @ 1 PM)

LIBRARY SERVICES AND MARKETING COMMITTEE (7 / 21 / 16 @ 12 PM)

LIBRARY BOARD FINANCE COMMITTEE (7 / 28 / 16 @ TBD)

FULL LIBRARY BOARD MEETING (7 / 28 / 16 @ 3: 45 PM)

ADJOURN

Quinn adjourned the meeting at 5: 07 p.m.