

City of Sheboygan
2016-05-26

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MinutesMead Public LibraryBoard of TrusteesMay 26, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 26, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Kevin Anderson, Nancy Mannchen Kathie Norman, Dolyce Johnson, Rosemarie Trestor and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Kelly Rhode.

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: 47 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 April 28, 2016 meeting; Campe seconded the motion. Johnson abstained from voting. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS.Quinn reports that five members of the library board were appointed/re-appointed today. She welcomed Rosemarie Trestor as the new Alderperson liaison to City Council.

COMMITTEE REPORTS FINANCE COMMITTEE DIRK ZYLMAN, CHAIR. REPORT OF 5 / 26 / 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.

HUMAN RESOURCES HENRY NELSON, CHAIR. REPORT OF 5 / 19 / 16 MEETINGIn Nelson s absence, Quinn reported that the current focus is on analysis of

Library salaries vs. other libraries. Will meet again as information is still coming in. A joint HR/Finance meeting will be held once final numbers are in.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE RECOMMENDATION TO APPROVE MAKERSPACE POLICY Staff looked into similar makerspace policies while creating usage rules for consistency with customers and staff to create a policy for Mead. Norman moved to approve the Makerspace policy. Anderson seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO ACCEPT CAPITAL IMPROVEMENT PROJECTS PRIORITY LIST List has been updated with a new need (HVAC cooling towers) and has been prioritized. The top four will be submitted to the City CIP Committee. Zylman moved to accept the Capital Improvement Projects priority list. Hoffman seconded. The motion passed.

DISCUSSION AND POSSIBLE ACTION TO AMEND FORMAT/DELIVERY OF LIBRARY ANNUAL REPORTS It was recommended that the longer version be eliminated and moving forward to only use the shorter version with a year-end statistics insert. Zylman moved to accept the recommendation. Johnson seconded. The motion passed.

DISCUSSION AND FORMULATION OF THE 2017 BUDGET Still working on collecting final information to complete budget. Next month something concrete will be in place.

ELECTION OF OFFICERS NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2016 - 2017 (CLOSED BALLOT PERMITTED) PRESIDENT VICE PRESIDENT Zylman nominated Maeve Quinn for President. Johnson seconded. No further nominations. Zylman moved to close nominations. Mannchen seconded. The motion passed. Mannchen nominated Kathie Norman for Vice-President. Hoffman seconded. No further nominations. Hoffman moved to close nominations. Mannchen seconded. The motion passed.

REMARKS FROM OUTGOING AND INCOMING OFFICERS Nelson expressed strong support of Kathie Norman through a letter he sent. Quinn expressed gratitude to the Board of Directors for allowing her to continue to serve as President. Norman is honored to be in her new position as Vice-President and is looking forward to serving.

ADOPT SCHEDULE OF MEETINGS FOR 2016 - 2017 Johnson moved to accept the schedule. Zylman seconded. The motion passed.

APPOINT FINANCE OFFICER FOR 2016 - 2017 PRESIDENT Quinn appoints Dirk Zylman as Finance Officer for 2016 - 2017.

CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION PRESIDENT

Quinn appoints herself and Kathie Norman to continue their terms on the Foundation Board. CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE ESLS BOARD PRESIDENT Quinn re-appoints Henry Nelson to continue to serve on the ESLS Board. APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS PRESIDENT Quinn appoints the following members to the committees: Finance Committee: Dirk Zylman (Chair), Dolcye Johnson, Henry Nelson, Maeve Quinn Information Technology Committee: Kathie Norman (Chair), Chris Campe, Kevin Charman-Anderson, Dave Hoffman, Rosemarie Trestor Human Resources Committee: Kathie Norman (Chair), Nancy Mannchen, Henry Nelson, Maeve Quinn

APPOINT AD HOC COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS PRESIDENT Quinn appoints the following members to the ad-hoc committees: Policy Committee: Kathie Norman (Chair), Dolcye Johnson, Henry Nelson, Maeve Quinn Art Committee: Henry Nelson (Chair), Chris Campe, Dolcye Johnson, Nancy Mannchen Building Committee: Nancy Mannchen (Chair), Dave Hoffman, Henry Nelson, Maeve Quinn Library Services and Marketing: Kevin Charman-Anderson (Chair), Chris Campe, Kathie Norman, Dirk Zylman

DIRECTOR S REPORT UPDATE ON THE CURRENT MERGER NEGOTIATIONS BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM ESLS to pay 75 / 50 / 25 percent of increased fee over next three years, then Library is responsible for full \$9,000 difference. Library will double the size of the collection, will have access to social media modules, wireless connection to catalog, and most importantly, will be able to fulfill local holds first within the holds queue.

APRIL STATISTICS Monthly statistics will be a starting point for the new ad-hoc Library Services and Marketing Committee as they begin to address opportunities.

LIAISON REPORTS EASTERN SHORES LIBRARY SYSTEM HENRY NELSON Final proposal for merger to be voted on in June.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN/KATHIE NORMAN Quinn reports that two new members were recently appointed: Karl Nelson and Beth Bartelt.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND Richmond reports that the friends will be holding the first of their two big Book Sales June 23 rd June 25 th.

UPCOMING MEETINGS

7.1

LIBRARY BOARD FINANCE COMMITTEE (6 / 23 / 16 @ TBD)

FULL LIBRARY BOARD MEETING (6 / 23 / 16 @ 3: 45)

ADJOURN

Quinn adjourned the meeting at 5: 09 p.m.