

City of Sheboygan
2016-04-28

A8Y48Y6D2602

Minutes Mead Public Library Board of Trustees April 28, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 28, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Henry Nelson, Kevin Anderson, Kathie Norman and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice.

Board of Trustee members absent: Nancy Mannchen, Dolyce Johnson and Rosemarie Trester. City Staff Present: Darrell Hofland. Public Present: Amy Birtell-ESLS

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 48 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 March 18, 2016 meeting; Anderson seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Mayor Vandersteen appointed Alderperson Rosemarie Trester to the Library Board. Her first meeting will be in May. New City Administrator Darrell Hofland started this week. During the month of May, the Board of Trustees will be holding elections as well as determining committee assignments.

COMMITTEE REPORTS FINANCE COMMITTEE.

Report of 4 / 28 / 2016 Finance Committee Meeting. -Zylman reported the financial status as of this reporting period. DeAmico informed the Board of all donations received for this reporting period including \$17,500 from the friends, a \$13,000 federal grant and a \$15,000 donation from Ruth DeYoung Kohler. -The Finance Committee determined and is recommending to the full board that the following four projects, in order of importance, be submitted to the

City CIP Committee: upgrade to internal security system, phase 3 boiler replacement, carpet replacement and emergency generator replacement. -Lastly, Zylman reports that we received \$75,910.57 from the City of Sheboygan which represents the balance in the state pool investment account that was transferred to the MPL 850 funds for investment at H.C. Denison Company.

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. Nelson seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DISCUSSION AND POSSIBLE RECOMMENDATION TO APPROVE 2015 ANNUAL REPORT. Norman moved to approve 2015 Annual Report. Nelson seconded the motion. The motion passed. Future discussion needed to determine if full report is necessary or if abridged version is sufficient.

DISCUSSION ON THE FORMULATION OF THE 2017 BUDGET-Last five years Mead has submitted flat budget. HR committee is currently working on a salary study that would get library employees on the same salary scale as city hall employees, but this will not be possible without increased financial support from the city. -Hofland agrees that a wide range of services is important to attracting citizens and employees alike and that a long-term plan to get library employees paid appropriately, before they get any further behind, is a necessary goal.

DISCUSSION ON ENHANCING LIBRARY SERVICES AND UTILIZING MARKETING STRATEGIES TO EFFECTIVELY COMMUNICATE WITH OUR CITIZENS Erickson shared a document showing the demographics of cardholders to help identify who we are not reaching and where our marketing target should be. The document indicated that the number of senior citizen cardholders were much lower than expected and an area for growth opportunities.

DIRECTOR S REPORT UPDATE ON WEBSITE Website is now live and has been well received.

UPDATE ON FIRST AND SECOND FLOOR REDESIGNS First floor now complete with addition of new furniture in the caf, area. Second floor computers have been moved, makerspace is in place and last step is to move the service desk and accompanying resources which should be finalized by June.

UPDATE ON PROGRAMMING Sheboygan Connects was a big success. Prentice shares what she learned at the PLA conference she attended in Denver. Main themes were surrounding the language used in marketing and how small changes can make a big difference.

MARCH STATISTICS

UPDATE ON STATEWIDE PUBLIC LIBRARY SYSTEM REDESIGN COMMITTEE The focus of this committee is to figure out how the seventeen systems should be set-up, how they should look, are they needed. Expected to be a 2 - 3 year process to redesign how we look as a state. Erickson will continue to report as things progress.

UPDATE ON THE CURRENT MERGER NEGOTIATIONS BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM Presentation by Amy Birtell from Eastern Shores.

LAISON REPORTS EASTERN SHORES LIBRARY SYSTEM HENRY NELSON Nelson reports that Schenk completed a final audit. HR has approved a job description for the Account/HR/Administrative Specialist position. A new Bookmobile driver is also being hired.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN\KATHIE NORMAN.

Quinn reports that the spring funding letter is being worked on. Planning for the Renaissance Society event has also begun.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND.

In Richmond's absence Quinn reports that the Friends had a successful Annual Meeting in which Garrett Erickson gave a well-received presentation as well as a successful tour of the Digital Media Lab/Makerspace.

UPCOMING MEETINGS Library Board - Finance Committee (5 / 26 / 2016 @ 2: 30 pm) Library Board - HR Committee (5 / 3 / 2016 @ 11: 00 am) Board of Trustees (5 / 26 / 2016 @ 3: 45 pm)

Adjourn
7.1

At 6: 05 p.m. Quinn adjourned the meeting.