

City of Sheboygan  
2016-03-17

A7UNFE57A7B1

Minutes Mead Public Library Board of Trustees March 17, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 17, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Henry Nelson and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond and Melissa Prentice.

Board of Trustee members absent:

Kathie Norman, Nancy Mannchen and Kevin Anderson.

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.

Nelson moved to approve the minutes from the February 25, 2015 meeting; Hoffman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Erickson reviewed the City of Sheboygan Building Use Committee meeting which took place on Wednesday, February 24 th.

He stated that the library had several stakeholders in attendance and that the committee came to the conclusion that renovating the current city hall building would be the final recommendation to the common council.

He then talked about the subsequent City of Sheboygan Committee of the Whole meeting on Monday, March 14 th which focused on the recommendation put forth by the Building Use Committee.

Most of the council members seemed to indicate their preference for finding a less expensive alternative to renovating the city hall at an approximate cost of \$11 Million.

The decision has now been referred back to the strategic fiscal committee to determine how much the council is willing to spend on any of the options for renovating or building a new city hall.

Quinn stated that Darryl Hofland, current City Administrator for the Village of Grafton will be the new City Administrator for the City of Sheboygan.

He will begin his new role in mid-April.

#### COMMITTEE REPORTS

#### FINANCE COMMITTEE.

Report of 3 / 17 / 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. He also stated that the committee is working towards prioritizing the recommendation of capital projects and will be bringing that list to the April 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. Nelson seconded the motion. The motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION                      DISCUSSION AND POSSIBLE  
RECOMMENDATION TO BOARD OF TRUSTEES      2015 MPL ANNUAL FINANCIAL & 850 FUNDS  
REPORT      Zylman moved to authorize the transfer of the balance of the 850  
account into the HC Denison investment account. Nelson seconded the motion. The  
motion passed.

DISCUSSION ON THE FORMULATION OF THE 2017 BUDGET Erickson reports that the library was directed by the city administrator to create a flat budget again. It will look very similar to the 2016 budget.

Quinn reports that she shared with the City Finance committee that she didn't feel submitting a flat budget would be possible without effecting library services. The committee appreciated her comments but with the economy the way it will be for the next few years, it makes budgeting a challenge. She also stated that she feels hours and staff are always at the brunt end of financial constraints. Our budget should reflect what we feel is appropriate to meet the needs of the community. Committees are currently researching various numbers so we can accurately back-up our budget.

Zylman moved to approve the amounts as requested. Hoffman seconded. The motion passed.

UPDATE ON THE CURRENT MERGER NEGOTIATIONS BETWEEN EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM Erickson reported that the goal is to have a decision on the Washington/Dodge County merge by June. They are currently working through issues with a trained facilitator. They are now working through standards. There are differing opinions with many directors wanting to retain local control. He also reported that our three conditions have yet to be addressed but are on the table for upcoming discussion.

Nelson stated that the overall tone is that Mid-Wisconsin is amenable to the major details. ESLS isn't being consistent.

DISCUSSION ON STRATEGIES TO ATTRACT MORE RESIDENTS TO USE LIBRARY SERVICES Erickson stated that last fall the library had been working with a local woman who was doing pro-bono work with us on re-branding and it was clear at the time that what we are accomplishing at the library isn't getting out to the public. It's a critical time for library perception to be updated.

Nelson suggested that a strategic poll would be a good way to find out what people want before making additional changes.

Campe reported that the library calendar is now on the district website and suggested that card sign-up during school registration in August would be a perfect opportunity to connect with a captive audience.

Hoffman commented that the BID hears concerns about safety regularly and that they are making strides to deal with the issues. They currently purchased outdoor speakers to pipe music in an attempt to create a safe and welcoming environment outside the library.

DIRECTOR S REPORT                      NEW WEBSITE PRESENTATION                      Erickson reported that the library staff have signed off on a new library website to be unveiled the week of Monday, March 21 st.

The new website is much more visual in nature and is designed with mobile users in mind.

UPDATE ON PROGRAMMING

FEBRUARY STATISTICS

LAISON REPORTS

EASTERN SHORES LIBRARY SYSTEM

HENRY NELSON

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN\KATHIE NORMAN.

FRIENDS OF THE MEAD PUBLIC LIBRARY LAUREN RICHMOND.

UPCOMING MEETINGS  
2: 30 pm)

Library Board - Finance Committee (4 / 28 / 2016 @

Board of Trustees (4 / 28 / 2016 @ 3: 45 pm)

Adjourn  
7.1

At 5: 16 pm Quinn adjourned the meeting due to no longer having a quorum.  
Items  
4.2 through  
6.2 were not discussed.