

City of Sheboygan  
2015-12-17

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Minutes Mead Public Library Board of Trustees December 17, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 17<sup>th</sup> in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Dolcye Johnson, Henry Nelson, Kathie Norman and Dirk Zylman. Unable to attend was Nancy Mannchen. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Lauren Richmond, Chase Devrou and Melissa Prentice. Mayor Vandersteen was also in attendance.

Opening of Meeting                      Quinn called the meeting for order at 3: 47 p.m. She determined there was a quorum present.

Quinn led the Pledge of Allegiance.

There were no public comments at this meeting.

Zylman moved to approve the minutes from November 19, 2015 ; Johnson seconded the motion. The motion passed.

Correspondence, Announcements, and Common Council Reports -Mayor Vandersteen gave updates to numerous development projects that will continue to bring life and economy to the city including a new housing property on 8<sup>th</sup> street, a new processing plant for Old Wisconsin Sausage and a newly proposed site to house art objects. -Quinn reports that the next Building Use Committee meeting date has not been set.

Introduction of new staff -Erickson welcomes Lauren Richmond as the new Administrative Assistant and Volunteer Coordinator and Chase Devrou as the new IT Specialist

Adopt Resolution in honor of the service of Darryl Carlson as a Mead Public Library Trustee and library liaison to the Sheboygan Common Council. Nelson moved to approve the resolution. Norman seconded the motion. The motion is passed.

Committee Reports                      Finance Committee      Dirk Zylman, Chair. Report of  
12 / 17 / 15 meeting                  Zylman reported the Finance Committee discussed the  
following:

- Ending the year in solid shape, net revenues expected. -Peer comparison will be looked into. The data will be helpful in making future decisions.  
-Committee will be bring to the Board in January/February recommendations for future priorities.

Review and approve payment of expenditures (including payroll) and special revenues (including grants); receive monthly 2015 budget status report to date; report of gifts received Zylman moved to approve payment of expenditures including payroll and recurring expenses. Johnson seconded the motion. The motion carried.

Items for discussion and possible action                      Discussion and possible action to give direction to library director when discussing possible merger between Eastern Shores Library System and Mid-Wisconsin Library System  
-Erickson reports that there are concerns with the possible merger in the form of governance share, a significant increase in the annual fee to the Eastern Shores Library System and the potential of widening the imbalance of materials borrowed to other libraries.

At this time, there seems to be no real advantage for Mead Public Library patrons if the merger were to take place, but there would be definite disadvantages. Mead would remain the largest library in the system, with the highest amount of net lending.

The consensus among the full board was that unless there were clear advantages for Mead, Director Erickson was to vote against the merger.

If the merger were to move forward with no other concessions for Mead, the board would direct Erickson to investigate dropping out of the Easicat Consortium.

The following motion was made:

Johnson moved to direct Library Director Garrett Erickson and Board of Trustee ESLS Liaison Henry Nelson to share that the Mead Public Library is not in favor of the Mid-Wisconsin proposal due to concerns of governance, payment structure, and concerns regarding the circulation of our collection. No seconds. During discussion it is decided that the language at this time should be added into the motion to make possible further negotiations. Johnson amended her motion to include at this time. Hoffman seconded. The motion carried. Approved motion as follows: The Board of Trustees direct Library Director Garrett Erickson and Board of Trustee ESLS Liaison Henry Nelson to share that the Mead Public Library is not in favor of the Mid-Wisconsin proposal at this time due to concerns of governance, payment structure, and concerns regarding the circulation of our collection.

Discussion of library director evaluation process -Policy in place to evaluate January or February. Evaluation form will be sent out via email and will need to be submitted to Nelson by January 15<sup>th</sup> at which time he will gather data and present to the HR Committee.

Approve 2016 Holiday Schedule -Erickson presented an option to follow the City ordinance, but every seven years this will result in giving staff 4 consecutive days off. Norman and Zylman agree that we are a service organization and that four days is too many to be closed. DeAmico says there are alternatives but will take some internal work to organize. Tabled for January with a new suggested calendar to be discussed.

Director's Report      Garrett Erickson                      Update on library security  
-Have been experiencing some problems in staff areas. Public stairwell and elevator access to basement now locked on the east side of building. Looking into key fobs for a more permanent solution moving forward. Increase in teen area problems as well, new procedures and tougher penalties will be enforced. Outside hostility is being addressed as well. PIT Crew looking into alternative solutions.

Update on first and second floor modifications -Second floor magazines and newspapers have been moved to the center to make room for the maker-space, additional outlets are being installed for the new equipment. Stoplight signs are now in place to designate noise levels in the hopes of reducing noise-related complaints.

Update on website redesign

-Link to the beta-page now available. Site is 90 % finished.

Update on programming -Prentice reports that after school programming has had record attendance. 3 -D printing is getting popular as well. Cheesehead documentary screening being held January 31 st.

November statistics

-No comments.

Liaison Reports Eastern Shores Library System (ESLS) Henry Nelson  
-Four ESLS trustees were honored for their service. Seven points identified as a set of negotiating parameters that would make a merger feasible. \$5 - 12,000 to be captured from the sale at the existing bookmobile.

Mead Public Library Foundation Kathie Norman/Maeve Quinn -No December meeting. Yuletide Reception a large success with the help of the Friends. Makerspace area highlighted at the event was well received.

Friends of Mead Public Library Lauren Richmond -New furniture for the Cafe to be ordered as soon as final design is approved. Friends have decided to move book sales to June and October to help with staffing and conflicts.

Upcoming Meetings Library Board - Finance Committee (1 / 28 / 16 @TBD) Board of Trustees (1 / 28 / 16 @ 3: 45)

Adjourn  
7.1

Nelson moved to adjourn the meeting; Hoffman seconded the motion. The motion passed. Quinn concluded the meeting at 5: 34 p.m.