

City of Sheboygan  
2015-11-19

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MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM

Mead Public Library Board of Trustees Thursday, November 19, 2015 The Loft  
Meeting Room - 3rd floor - 3:45 p.m. Mead Public Library 710 N 8th Street,  
Sheboygan, WI 53081

**1. OPENING OF MEETING**

1.1 Call to Order and determination of quorum - Maeve Quinn, President

1.2 Pledge of Allegiance

1.3 Public Comments [5 People at 5 minutes each] (Please sign in prior to meeting)

1.4 Approval of Minutes

ATTACHMENT: Minutes Board of Trustees 10-22-15.docx

1.5 Correspondence, Announcements, and Common Council Reports

**2. COMMITTEE REPORTS**

2.1 Finance Committee Dirk Zylman, Chair. Report of 11/19/15 meeting

2.2 Finance Report. 1. Review and approve payment of expenditures (including payroll) and special revenues (including grants) 2. Receive monthly 2015 budget status report to date (available at meeting) 3. Report of gifts received

ATTACHMENT: Re-Occurring November Accounts Payable.xlsx

ATTACHMENT: MPL Metric of Personnel Cost 2015.xlsx

ATTACHMENT: November 2015 YTD Income Statement.xls

ATTACHMENT: November Accounts Payables 11-18-2015.xlsx

ATTACHMENT: Visa Credit Card Charges.xlsx

ATTACHMENT: Donation Received 10-26-2015 LaVerne Carter.xlsx

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3.1 Discussion and possible action to update Finance policy

ATTACHMENT: Financy policy update - 11-19-15.docx

3.2 Discussion and possible action to update Mead Public Library Bylaws docume

ATTACHMENT: Bylaws update - 11-19-15.docx

3.3 Discussion and possible action to transfer gift money from the Laverne Carter Estate to the Mead Public Library Foundation for investment purposes

ATTACHMENT: Donation Received 10-26-2015 LaVerne Carter.xlsx

3.4 Discussion and possible action to create library reserve fund for sick leave obligation

ATTACHMENT: Draft Motion-Sick Leave Fund Transfer-Yearly Audit.docx

3.5 Discussion and possible action to close library on 2/12/2016 for staff in-service

**4. DIRECTOR'S REPORT**

4.1 Update on first and second floor modifications

4.2 Position openings update

4.3 Update on programming

4.4 October Statistics

ATTACHMENT: Statistics 2015 MPL.xlsx

**5. LIAISON REPORTS**

5.1 Eastern Shores Library System Henry Nelson

5.2 Mead Public Library Foundation Maeve Quinn/Kathie Norman

5.3 Friends of Mead Public Library Pat Mueller

**6. UPCOMING MEETINGS**

6.1 Library Board - Finance Committee (12/17/15 @ TBD)

6.2 Full Library Board Meeting (12/17/15 @ 3:45)

**7. ADJOURN**

7.1 Motion to adjourn

In compliance with Wisconsin's Open Meetings Laws, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

City Hall

Mead Public Library

Sheboygan County Administration Building

City's website