

City of Sheboygan
2015-11-19

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Minutes Mead Public Library Board of Trustees November 19, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 19 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Dolcye Johnson, Nancy Mannchen, Henry Nelson, and Dirk Zylman. Unable to attend was Kathie Norman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

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.

Nelson moved to approve the minutes from October 22, 2015 ; Campe seconded the motion. The motion passed.

Correspondence, Announcements, and Common Council Reports Quinn said she spoke with Mayor Vandersteen regarding the library Board s two vacancies. The Mayor indicated he has initiated the appointment of an Alderperson as liaison, and he is seeking someone to volunteer to serve on the MPL Board of Trustees.

Zylman recommended changing the Board of Trustees Bylaws to appoint an alderperson annually.

Quinn complimented Pat Mueller on her job performance at the library. Mueller is retiring as administrative assistant/volunteer coordinator effective December 1. The Board presented her with a bouquet of flowers.

Quinn reminded members that the December meeting will include a social at 3: 30 p.m. in The Loft.

Committee Reports Finance Committee Dirk Zylman, Chair Zylman reported the Finance Committee discussed the following: Metrics under budget for payroll by \$84,000 MPL received \$153,505 from the Laverne Carter estate Reviewed budget status report Developing priority list for 2016 Discussed reserves as targeted for general operations 850 funds have recovered from previous month s report

Johnson moved and Mannchen seconded to accept on behalf of MPL the Carter donation as restricted for capital expenses improvements. The motion passed.

Review and approve payment of expenditures, including payroll; receive monthly 2015 budget status report to date; report of gifts received Zylman moved

to approve payment of expenditures including payroll and reoccurring expenses. Nelson seconded the motion. The motion carried.

Items for discussion and possible action

Update Finance policy Erickson reviewed WI state statutes that dictates library invoices need Board approval before paying monthly bills. He explained the current process is often making us late with payments and incurred unnecessary penalties and fees. The City Atty. Chuck Adams assisted with drafting a revised policy for the Board of Trustees. The proposed Finance policy was reviewed Zylman moved to accept the revised Finance policy as presented. Hoffman seconded the motion. The motion carried.

Update Board of Trustees Bylaws document The change to the Bylaws document was debts paid during the current period which will allow for timely compliance to pay MPL invoices. Zylman moved and Nelson seconded approval of the Board of Trustees Bylaws as presented.

The motion passed.

Transfer Laverne Carter estate donation to MPL Foundation for investment purposes Finance Committee members recommended and Nelson moved transferring the funds to MPL Foundation to invest until disbursement of the restricted donation. Johnson seconded the motion.

The motion passed.

Create library reserve fund for sick-leave obligation Erickson discussed a contract to transfer funds from the City of Sheboygan to MPL s sick-leave reserve fund. Members reviewed a Resolution for possible approval.

Nelson moved for a Resolution to authorize the City of Sheboygan Finance Department to transfer \$119,546.00 for payment of Mead Public Library (MPL) employee accrued sick-leave benefit payments from the City of Sheboygan s General Fund to a MPL Sick-Leave Reserve Account fund as per the City of Sheboygan s Res. No. 15 - 16 Termination Agreement terminating the January 28, 2010 agreement, and setup a MPL reserve account for future accrued employee sick-leave obligation payouts. Zylman seconded the motion. The motion passed.

Nelson moved for a Resolution to authorize Mead Public Library (MPL) Business Manager and City of Sheboygan Finance Department, after an audit by MPL Business Manager, and based on availability of funds at fiscal year-end being December 31, 2015 to transfer the difference between MPL s total monetary sick-leave payout obligation less the \$119,546.00 transferred by the City of Sheboygan to the newly created Sick-Leave Reserve Fund to meet the total obligation by MPL to eligible employees covered under the sick-leave benefit. To authorize MPL Business Manager to audit the employee accrued sick-leave obligation reserve fund on an annual basis as of the fiscal year-end being December 31 st of each year, and adjust the reserve account to maintain the actual total monetary

obligation payable to MPL eligible employees under the sick-leave accrued benefit. Excessive funds in the Sick Leave Reserve fund after fiscal year-end audit will be transferred to MPL's general reserve account, or if the fund does not meet the monetary obligations at fiscal year-end then based on availability of funds at fiscal year-end the shortfall of funds will be transferred to the Sick-Leave Reserve fund to meet the total sick-leave liability obligation. Johnson seconded the motion. The motion passed.

Discussion and possible action to close library on Friday, 2 - 12 - 16 for staff in-service Hoffman moved and Mannchen seconded a motion to close the library on 2 - 12 - 16 for a staff in-service day.

Director's Report Garrett Erickson Update on first and second floor modifications Torke coffee vending machine has been added on First Floor After weeding our reference collections the Quiet Study is now more visible Magazines and newspapers have been moved; improved lighting added Developing a Maker Space which is a concept of creations by patrons Computers in teen area on Second Floor will be shifted to help lower noise levels Plans to move the Reference desk to the center of the library Signage and library maps will be updated Quinn recommended signage acknowledge MPL Foundation funding be incorporated.

Position openings update Chase DeVrou, Information Technology Specialist, will start December 1 Lauren

Richmond, Administrative Assistant/Volunteer Coordinator, will start November 30

Update of programming Prentice reviewed programs offered at MPL: Art 4 Fun had record attendance (61) Make a Yuletide cake (20) Planning started for Summer 2016 Library program

Sheboygan Connects 2016 is being planned Star Wars event (400)

In response to a question by Johnson regarding low program attendance Prentice responded that since September a committee to review programs has been developed to plan events and programs for increased attendance.

October statistics Erickson indicated that there are national statistics that indicate library staff weeding collections increases circulation because materials are easier to find by patrons.

Our CD music is now in open cases and relabeled to make it easier to locate music artists.

Erickson encouraged Board of Trustee members to let him know of items or trends they would like to discuss for monthly review.

Liaison Reports Eastern Shores Library System (ESLS) Henry Nelson Bookmobile bid needs to be approved. Michael Swendrowski from Specialty Vehicle Services attended the Contracts Committee meeting, and he reviewed the three bid proposals. The Contracts Committee will recommend one of the proposals to the Budget Committee and then to the full ESLS Board.

New ESLS delivery truck is on the road.

Nelson referenced a newspaper article that ESLS wants to add Board members.

Mid-Wisconsin Federated Library System Merger Study Committee met with the ESLS staff, board members, and librarians on Wednesday, November 11 at ESLS. ESLS Director Amy Birtell was sent a list of questions for potential system merger partners. The committee reviewed the questions during the meeting. Prentice attended the meeting and reviewed her impressions of positive feedback for the next System Merger Study Committee meeting. Nelson read an email communication from Birtell regarding the meeting.

The next ESLS Board meeting is Monday, November 23 at 4: 30 p.m. at the Oostburg Library.

Mead Public Library Foundation Kathie Norman/Maeve Quinn Yuletide Reception is Friday, December 11, 6 - 8 p.m. Quinn invited Board members to attend the event as her guests. The project of categorizing the Renaissance Society recognition display is completed.

Friends of Mead Public Library Pat Mueller Friends Garage Sale results was \$2,000 Friends Board increased their donation from \$10,000 to \$16,500 to buy comfortable furniture for the caf, seating area on first floor Approved \$1,000 donation for Facebook and Footnotes e-newsletter

Other Comments Hoffman announced a Sheboygan Squared meeting will be held at MPL on December 8 to discuss possible uses of empty space in the downtown area to make it more inviting. Plans for the City s water feature enhancements were shared.

Hoffman asked if it possible to extend MPL s Wi-Fi out to 8 th Street.

Quinn said the City Building Use Committee still has not scheduled a meeting; MPL Board of Trustees will be notified to consider attending this important meeting.

Quinn encouraged voting online for the Levitt Amp summer concerts series.

Voting can be accomplished on the library website homepage.

Upcoming Meetings Finance Committee, 12 - 17 - 15, 2: 45 p.m.
Board of Trustees, 12 - 17 - 15, 3: 30 p.m.

Adjourn
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Nelson moved to adjourn the meeting; Campe seconded the motion. The motion passed. Quinn concluded the meeting at 5: 02 p.m.