

Minutes Library Board of Trustees October 22, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 22 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Kathie Norman, and Dirk Zylman. Unable to attend was Dave Hoffman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

Opening of Meeting Quinn called the meeting to order at 3: 45 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 September 24 ; Nelson seconded the motion. The motion passed.

Mannchen noted that in the director s report the grammatical error of is to are. Mueller will correct the filed minutes.

Correspondence, Announcements, and Common Council Reports Quinn read correspondence from Ald. Darryl Carlson announcing his resignation from the Board of Trustees effective October, 2015.

Quinn said that no date is set for the City Building Use Committee meeting.

Committee Reports

Finance Committee Dirk Zylman, Chair Zylman reported that the Finance Committee discussed the following: Quarterly report of 850 investment fund were reviewed. He said there was a decrease in funds that he anticipates will be recovered in a short time because of a good diversity of bonds and equities being invested on behalf of MPL. Discussed moving from bi-monthly to weekly payment of invoices. However, after researching it was discovered this is not possible because State Statutes required library Board approval of invoices for payment.

A draft policy will be written for review at the November meeting. Currently, the personnel budget is \$107,000 under budget because of changes made during 2015 in the MPL Table of Organization. Discussion of how to handle reserve funds in the future was discussed. Zylman suggested Erickson develops a list of capital improvement projects.

Review and approve payment of expenditures, including payroll; receive monthly 2015 budget status report to date; report of gifts received Nelson moved to approve payment of expenditures including payroll and reoccurring expenses. Johnson seconded the motion. The motion carried.

Zylman said there were no donations to report this month.

Items for discussion and possible action

Update Financial Approval policy This agenda item was deferred to the November Board of Trustees meeting.

Discussion and possible action to approve Program policy Erickson stated Prentice wrote the Program policy to provide MPL staff with a framework for planning programs at MPL. Prentice said a Program Planning Committee is being developed at the library.

Norman moved; Johnson seconded the motion to approve this new policy as presented. The motion passed.

Discussion and possible action to approve Solicitation policy Erickson explained that this is also a new policy with specifics on how MPL staff should handle requests from the public to use our library lobby to promote causes or programs.

Norman moved to accept the policy as presented. Mannchen seconded the motion. The motion passed.

Discussion and possible action to close the library on 1 - 18 - 16 (Martin Luther King Day MLK) for staff in-service Campe said as the first year Sheboygan public schools will be closed on MLK Day. Because of this 1 - 18 - 15 was eliminated as a date for the in-service with this subject being deferred to a future meeting.

Director s Report Erickson Security service update Erickson said that from a meeting with Sheboygan s Chief of Police and the owner of Special Operations Security, it was agreed that an expanded area of authority for security guards will be to the sidewalk on 8 th Street. Also, while on duty at the library security guards will no longer carry firearms.

Pest Issue Kallas reported that we have had a termite issue for a number of years. She is researching pest control companies including Protec to give us an estimate on pest elimination through intensive treatments.

Job openings update Erickson gave updates on the hiring process for

Information Technology Specialist and Administrative Assistant/Volunteer Coordinator positions, due to two retirements.

Update on programming Prentice reported on programming at MPL: Sheboygan Children's Book Festival had highest attendance to date (Saturday alone was 1,400) Arduino and 3 D printer programs scheduled in the Teen Center Make It @ Mead's November session will feature making holiday cards Read to a Dog program new in Children's Services (therapy dogs) Chess after school program in Children's Services

September statistics Erickson said interlibrary-loan statistics are now correct. Kallas reported on a strategy to increase circulation statistics through a new program to lease popular materials by obtaining multiple copies of books and DVDs. Known as popular picks in our online catalog only in-house patrons can reserve these new items. Kallas said that in the first two weeks timeframe, 340 items checked out 370 times.

Liaison Reports Eastern Shores Library System (ESLS) Henry Nelson Bookmobile purchase proposal was approved. Manitowoc/Calumet Library System will no longer contract with ESLS for network services beginning January 1, 2016 The State of WI Board of Commissioners of Public Lands loan was approved. The loan is for a new delivery vehicle The 2016 very tight ESLS budget was approved. A resolution to participate in the State dental insurance was approved. ESLS Board Bylaws revisions were approved. ESLS Board approved the investigation into the merger of Mid-Wisconsin Federated Library System which is Dodge and Washington Counties. Jefferson County joined with Waukesha County Library System. A System Merger Study Committee has been developed to gather information to determine the feasibility of a merger with another library system. Mid-Wisconsin has hired WILS to coordinate this merger exploration process. The recommendation will be presented to the Mid-Wisconsin Federated Library System Board of Trustees at their meeting on November 24, 2015. Other systems including ESLS are being considered.

Mead Public Library Foundation Kathie Norman/Maeve Quinn Quinn reported on the following: The Foundations Yuletide Reception is scheduled for Friday, December

11. Renaissance Society members are being encouraged to invite guests to the event. The Foundation's Recognition display is being rearranged to place donors names in their giving categories. Quinn reviewed recent donations given to the Foundation. The Development Committee is working on information to present to local attorneys regarding donating to the Foundation.

Friends Pat Mueller Approval of a \$10,000 donation to purchase comfortable furniture for our caf,/seating area on the first floor was approved. The Friends sponsored Garage Sale is scheduled for Saturday, November 7 from

9 a.m. to 3 p.m.

Upcoming Meetings Finance Committee, 11 - 19 - 15, 2: 45 p.m.
Board of Trustees, 11 - 19 - 15, 3: 45 p.m.

Adjourn Nelson moved to adjourn the meeting; Zylman seconded the motion. The motion passed. Quinn concluded the meeting at 4: 50 p.m.