

City of Sheboygan
2015-09-24

A26R6M5C2665

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM

Mead Public Library Board of Trustees Thursday, September 24, 2015 The Loft
Meeting Room - 3rd floor - 3:45 p.m.

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

1.5 Correspondence, Announcements, and Common Council Reports

2. COMMITTEE REPORTS

2.1 Finance Committee Dirk Zylman, Chair. Report of 9/24/15 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: Accounts Payables - September 2015.xlsx

ATTACHMENT: 9-2015 Visa Credit Card Accounts Payables.xlsx

ATTACHMENT: Personnel Cost Metric - September 2015.xlsx

ATTACHMENT: September 2015 YTD Income Statement.xls

ATTACHMENT: Re-Occuring Accounts Payables 9-14-2015.xlsx

ATTACHMENT: Donations Tracking-Gift-Grants Received 2015.xlsx

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

3.1 Discussion and possible action to update "Compensation - Entrance Pay Rates" policy

ATTACHMENT: Policy - Compensation-Entrance Pay Rates.docx

3.2 Discussion and possible action to update "Compensation - Merit Increase Plan" policy

ATTACHMENT: Policy - Compensation - Merit Increase Plan.docx

3.3 Discussion and possible action to update "Progressive employee discipline, discharge and grievance process" policy

ATTACHMENT: Policy - Progressive Employee Discipline Discharge and Grievance Process.docx

3.4 Discussion and possible action to update "Special Compensation Provisions" policy

ATTACHMENT: Policy - Special Compensation Provisions.docx

3.5 Discussion and possible action to move staff "Expense Reimbursement" language from Library Employee Handbook to separate policy

ATTACHMENT: Expense Reimbursement Policy - From MPL Staff Handbook.docx

3.6 Update on 2016 city health care plan - Information only

ATTACHMENT: 2016 Proposed Medical Insurance Changes.pdf

3.7 Discussion and possible action to update "Paid Vacation" policy

ATTACHMENT: Library - Paid Vacation (current).pdf

ATTACHMENT: Library Policy - Vacation (Draft).docx

ATTACHMENT: City HR 105 PTO Policy passed CC 01 19 15 - Current.pdf

3.8 Discussion and possible action to update Information Technology Specialist job description

ATTACHMENT: Information Technology Specialist - Current.doc

ATTACHMENT: Information Technology Specialist - 2015 Proposed.doc

4. DIRECTOR'S REPORT

4.1 Update on first and second floor redesigns

4.2 Update on programming

4.3 Monthly Statistics

ATTACHMENT: MPL Statistics - August 2015.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 (10/22/15 @ TBD)

6.2 Full Library Board Meeting (10/22/15 @ 3:45)

7. INFORMATION ITEMS

7.1 August Statistics

ATTACHMENT: MPL Statistics - August 2015.xlsx

8. ADJOURN

8.1 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