

Minutes Mead Public Library Board of Trustees September 24, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 24 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding; Henry Nelson, Dave Hoffman, Dolcye Johnson, and Dirk Zylman. Unable to attend were Chris Campe, Ald. Darryl Carlson, Nancy Mannchen, and Kathie Norman. 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.

Approval of Minutes Nelson moved to approve the minutes of 8 - 27 - 15 ; Johnson seconded the motion. The motion passed.

Correspondence, Announcement, and Common Council Reports Quinn noted, from the Finance Committee meeting, that Jim Amodeo, City chief financial officer said he did not know the next meeting date for the City Building Use Committee.

Committee Reports Finance Committee Zylman, Chair Reviewed revised MPL Personnel Cost Metric report. Zylman said we are \$92,876 under budget for personnel costs. Budget status real good shape to date The October Finance Committee meeting will begin at 2: 45 p.m.

Review and approve payment of expenditures, including payroll, and donations received Zylman moved to approve payment of expenditures including payroll, reoccurring expenses, and acknowledge noted donations. Nelson seconded the motion. The motion carried.

Zylman summarized the donations received at MPL as approximately \$500 mostly from memorial contributions.

Items for Discussion and Possible Action Update Compensation Entrance Pay Rates policy As chair of the Human Resources Committee Nelson noted that the committee fully discussed and recommended approval of changes to the Policy Statements manual.

Nelson moved to accept the director s discretion to set a new employee s rate of pay, provided that any pay raise fits within the board approved personnel budget. Hoffman seconded. The motion passed.

Update Compensation Merit Increase Plan policy Previously Board of Trustees voted to accomplish all staff evaluation at the beginning of the year. Erickson recommended deleting (Number V) reference to anniversary dates for possible merit increases in pay. The policy states that pay increases are given after all staff evaluations are turned into the Human Resources Department at City Hall.

Nelson moved and Hoffman seconded to accept the policy changes as presented. The motion passed.

Update Progressive Employee Discipline, Discharge and Grievance Process policy Erickson noted two minor changes to the policy
1.c. Change five-day unpaid suspension to simply unpaid suspension.
3.a. Delete title deputy director substituting Administration.

Nelson moved to accept the changes to the policy. Johnson seconded the motion. The motion carried.

Update Special Compensation Provisions policy Erickson recommended in # 2 deleting occupying classified positions because that terminology no longer applies at MPL.
3. As it relates to mileage reimbursement to staff delete the word current and adding: The rates shall be updated on the first working day of each year.

Zylman moved to accept the changes to the policy; Nelson seconded the motion. The motion passed.

Discussion to move staff Expense Reimbursement from Library Employee Handbook to Policy Statements Document Johnson moved to switch this policy from the Employee Handbook to MPL s Policy Statements manual.

Hoffman seconded the motion. The motion passed.

After discussion the policy was amended as it relates to mileage reimbursement rate to delete the word current.

Hoffman moved to accept the change to delete current from the policy. Nelson seconded the motion. The motion passed.

Update on 2016 City Health Care Plan Erickson reviewed a memo from Sandy Rohrick, City HR director, regarding health insurance.

Erickson noted the major change for 2016 is that the high deductible plan is the only option.

Update Paid Vacation policy Recommended changing the title of this policy from Paid Vacation to Vacation B.

Added as new to this policy: New full-time employees are eligible for the following pro-rated vacation time as of January 1 st (of the following year):
Hired the previous

Eligible on the following January 1 st January 1 March 31

40 Vacation Hours April 1 June 30

28 July 1 September 30

16 October 1 December 31

Add the following to the Vacation policy: In the rare chance an employee is not able to use all of his/her vacation, the employee's supervisor may request a carryover of a maximum of forty (40) hours. The library director must approve the carryover hours no later than December 15 th. Payment in lieu of vacation is not permissible.

Add to policy to mirror City policy: Vacation must be used in half or full day increments i.e. 4 or 8 hour blocks for a full-time employee. In the event the vacation balance is less than 4 hours, the remaining amount should be taken in one lump sum to deplete the account balance to zero hours.

Add to Vacation policy:

Vacation payout upon separation of employment: Voluntary Separation,
Retirement of Layoff An employee who leaves employment in good faith (provided
proper notice) shall receive payment for all unused accrued vacation.
Termination for Cause Employees who are terminated for cause are not entitled

to payment of their unused accrued vacation. Death In the event of death of a current employee, survivors shall receive payment for all unused accrued vacation. Employee s With Less Than One Year of Experience If a new employee was offered additional (unearned) vacation upon hire and that employee ceases to be employed during their first calendar year (for any reason other than death), any unused or unapproved vacation will not be paid out upon employment termination.

Nelson moved and Hoffman seconded approval of the revisions to MPL s Vacation policy. The motion passed.

Update Information Technology (IT) Specialist Job Description Erickson noted the major change as adding website development and knowledge of social media to the Information Technology Specialist job description.

Zylman moved to accept the changes to the IT job description as presented. Nelson seconded the motion. The motion passed.

Director s Report Erickson First and Second Floors Redesign Erickson stated the majority of planned work on the first floor is completed. Self-service fax machine for the public is added on first floor (near BookStore). New credit/debit card processors that the customer swipes is added Dr. Michael paintings will be rehung on east wall of first floor Paperback books are again interspersed with fiction books An open cabinet is being purchased to make music storage and selection easier The large bulletin board will be relocated to the caf, seating area Researching dispensers for coffee for the caf, seating area

Erickson said proposed changes to the second floor is in the conceptual phase. However, several book shelves will be removed from MPL s reference books section to make room for Maker Space at the library.

Update on programming Prentice summarized: Children s Book Festival is scheduled October 9 - 11 Make It @ Mead is scheduled the first Thursday of the month Arduino for teens is scheduled this fall Storytelling with our fire chief

Monthly Statistics Erickson reviewed the monthly statistics noting our number of library card holders is down.

Zylman recommended adding discussion of possibilities to increase customer usage at the library to future Board of Trustees agendas.

Liaison Reports Eastern Shores Library System (ESLS) Nelson ESLS Board of Directors meeting is schedule at MPL on Monday, September 28. A tour is scheduled at 3: 30 p.m. with the meeting at 4: 30 p.m. ESLS 2016 budget and Public Library System Plan will be reviewed with possible approval. Plan to borrow money from the Commission of Public Lands to purchase a new delivery truck. Mid-Wisconsin Federated Library System is

dissolving. Jefferson County has joined Waukesha County Federated Library System. Two counties remain: Washington and Dodge Counties. Wisconsin Library Services (WILS) is working with the remaining counties.

It is possible ESLS Board will investigate a possible merger with Washington and Dodge Counties. ESLS director and staff are working on purchasing a new Bookmobile. The new Bookmobile would be paid with revenue from Sheboygan and Ozaukee Counties.

Mead Public Library Foundation Quinn Renaissance Society Yuletide reception is scheduled for Friday, December 11. This year members will be allowed to bring guests to the event. Foundation recognition display on first floor will be rearranged by giving categories. Erickson and Foundation Board members are working on asking for a significant donation to fund the Radio Frequency Identification (RFID) equipment. A Foundation subcommittee is working on website updates.

Friends of Mead Public Library Mueller Friends Board agreed to staff community programs/festivals. County Fair, etc. to gain citizens input through a brief survey and accomplish signups for library cards. The goal is to increase usage of non-library users in our community.

Mueller will ask for permission at Festival Foods as our first location. Friends Board will provide manpower for advocacy for the library i.e. use of database for causes, communicate with WI Legislature when necessary. President Judy Biederwolf is working with Prentice and Kallas to inquire through Nemschoff Furniture adding lounge-like furniture for the first floor.

Upcoming Meetings Finance Committee, 10 - 22 - 15, 2: 45 p.m. Board of Trustees, 10 - 22 - 15, 3: 45 p.m.

Information Items August statistics

Hoffman representing Sheboygan Squared explained that for the holidays the water feature will be enhanced with 18 trees and the large existing pine tree will be decorated with lights and synchronized music.

Funding for this project comes from City funding through room-tax dollars.

Adjourn
8.1

Nelson moved to adjourn the meeting; Johnson seconded the motion. The motion passed. Quinn concluded the meeting at 4: 45 p.m.