

Minutes Mead Public Library Board of Trustees August 27, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 27 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding; Henry Nelson, Chris Campe, Dave Hoffman, Dolcye Johnson, Nancy Mannchen, Kathie Norman, and Dirk Zylman. Unable to attend was Ald. Darryl Carlson. 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 The minutes from the July 23 Board meeting and the Joint City Finance Department and MPL Board of Trustees were approved together. Nelson moved to approve both minutes; Hoffman seconded the motion. The motion passed.

Correspondence, Announcements, and Common Council Reports Erickson discussed the City Building Use Committee meeting held on August 10. He said ten people from our three library boards and staff attended the meeting to support the library. The idea, from the previous meeting, to build a new City Hall on the east side of the library did not come up at this meeting.

The committee is presently not meeting while they wait for results of a space-study needs assessment to be completed by a consultant. Quinn and Nelson gave their impressions of the meeting.

Committee Reports Finance Committee Zylman, Chair Budget
looks solid for the remainder of the year 850 Investment reports were reviewed

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

Zylman reported on donations received \$8,700 from MPL Foundation for first
floor redesign \$2,000 Geraldine Richter Estate

Items for Discussion and Possible Action Discussion of 850 Funds
Erickson indicated that the bulk of funds from the Everhard funds have been turned over to the MPL Foundation to invest. He said a small fund of Everhard funds is at Wells Fargo Bank, and the money will be transferred to the MPL Foundation for investing on behalf of the Board of Trustees.

Director s Report Erickson First Floor Redesign Erickson said that overwhelmingly patron comments have been positive about the first floor redesign.

The large-print books that were temporarily on the second floor have been moved back to the first floor.

The bulletin board will be moved from the south side of the desk to the new seating area for better visibility.

Signage changes are scheduled.

James Michael artwork will be rehung on the first floor and two newly acquired donated original paintings will be hung in the library (first floor south side of desk and the Maas Teen Learning Center).

Erickson was pleased to inform Board members of the possibility of the Friends Board donating money for the purpose of adding comfortable furniture to the first floor new seating area.

The Friends Board will make a decision at their September meeting.

Update on website redesign project Erickson compared our website to an example of an existing website possibility for MPL on a power-point presentation. Our website redesign is being made possible through a donation for the MPL Foundation to hire a consultant to help with the process. He said our goal is to develop a clean, visual, and simplified website for our customers and the public.

To view the example of the website presented go to libraryinjonesboro.org.

Update on printer/copier consolidation project Erickson distributed an MBM document for review regarding his recommendation that copy machines at MPL be consolidated for easier operation and to save money.

This equipment would be leased from MBM, and they would be responsible to maintain the copiers rather than MPL staff. Erickson said that he projects replacing copy machines with two on each floor.

Update on weeding reference collection on the second floor Prentice reported that up to 1 / 3 of our reference collection is being weeded because it is out

of date and underutilized.

This change is being made to make room for our Digital Media Lab installation this fall.

Kallas said many of these books are being offered for free in our lobby, and that they disappear rather quickly. Prentice added that additional changes are being planned for second floor.

Update on programming Prentice summarized: Summer Library program participation 1,200 children and 220 adults Summer Teen Reading program participation 530 Chalk It Up partnered with Sheboygan Visual Artists was 25 children (45 with families) Tai Chi remains popular with consistent attendance of 30 (planning on continuing into fall) The next Make It @ Mead will feature a demonstration on the 3 D printer The Kohler Arts Center has agreed to partner with MPL for the Books-to-Art Club Storytime with Sheboygan s Fire Chief is scheduled in Children s Services An Arduino program is planned during September in the Maas Teen Learning Center

Discussion of creating a resolution to lobby the Department of Public Instruction to include e-content into physical circulation statistics Erickson is arranging a meeting for him, Quinn, and Director Amy Birtell of Eastern Shores Library System to discuss this subject as it relates to reimbursements to libraries.

Monthly statistics The July statistics were reviewed.

Kallas reported that she is hopeful to receive needed statistics for interlibrary loan and wireless usage statics from Eastern Shores Library System in September.

Liaison Reports Eastern Shores Library System (ESLS) Nelson Contract Committee is working on recommendations to purchase a new delivery truck and purchase of a new Bookmobile vehicle. Budget Committee will review the 2016 ESLS budget to buy vehicles. The loan will be made through the Board of Commissioners of Public Lands. ESLS Board meeting of July 27: Resource Library Contract was approved Internet Service Network Agreement between ESLS and Manitowoc-Calumet Library System was approved. The draft Network Use Agreement between ESLS, the member libraries, and affiliates was discussed. The 2016 appropriation from Sheboygan County (\$1,220,465) and the 2016 appropriation from Ozaukee County (\$55,690) was approved. This appropriation in requested by ESLS then paid to member libraries for serving non-library residents access to libraries in the system. Nelson invited anyone interested to attend the ESLS Board meeting on August 31.

Mead Public Library Foundation Norman and Quinn Quinn said the Summer Social of the three MPL Boards, staff/families was an enjoyable event that she recommends planning again during 2016.

The Foundation s Annual Report letter solicitation will be personalized to inform prospective donors of the next level of giving.

The Foundation s Renaissance Society recognition display on the first floor will be updated to include title headings of the six giving categories and rearranged in category order.

Norman reported that Erickson is working on a formal letter and presentation for Acuity Foundation s possibility of funding an RFID Inventory sorter for the library.

Friends of Mead Public Library Mueller Friends are giving away books to 33 organizations/programs through their Community Outreach program. This represents 2,365 children s books and 610 adult books given away. First quarter payment from Better World Books was \$76. Through the Friends Book Processing Committee a Discarded Books and Materials policy has been developed. Our goal is to use this as a tool with prospective donors to accept only saleable books.

Upcoming Meetings Human Resources Committee, 9 - 3 - 15 at 9 a.m. Finance Committee, 9 - 24 - 15, time to be determined Board of Trustees, 9 - 24 - 15 at 3: 45 p.m.

Information items July statistics Hoffman excused himself from the meeting at 4: 50 p.m.

Adjourn
8.1

Norman moved to adjourn the meeting; Nelson seconded the motion. The motion passed. Quinn concluded the meeting at 5 p.m.