

Minutes Mead Public Library Board of Trustees July 23, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 23 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Henry Nelson, Dolcye Johnson, Nancy Mannchen, Kathie Norman, and Dirk Zylman. Unable were Chris Campe, Ald. Darryl Carlson, and 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: 50 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 Mannchen moved to approve the minutes from June 25, 2015 ; Norman seconded the motion. The motion passed.

Correspondence, Announcements, and Common Council Reports Quinn said that she and Erickson would be working on writing a resolution to incorporate electronic books into library circulation statistics.

Erickson announced that the City s Building Use Committee meets every other Monday with the next meeting scheduled Monday, July 27 at 5 p.m.

Members of the Board of Trustees were encouraged to attend the next Building Use Committee meeting.

Quinn said she noticed that self-service checkouts reached the five-million mark. Kallas added that this is since installation of the self-serve computers ten years ago.

Quinn encouraged Board of Trustee members to stay for the Summer Social and Kohler Arts Center concert after the meeting.

Adopt Resolution in honor of the service of Martha Wortche as a Mead Public Library Trustee Quinn read the Resolution to Martha and those attending the meeting to recognize Martha s eight years of service.

Martha responded, It s been a pleasure and privilege to serve on the Board. The Library is my second home, and I moved to Sheboygan because of the library.

A gift of books was presented to Martha from the Board of Trustees.

Zylman, Chair Zylman reviewed the following: Discussed City Hall possible move. Quarterly 850 accounts were reviewed According to DPI Library Standards, MPL is a little under in hours open for the public. Zylman said this would add approximately \$54,000 to the annual budget, and would be considered for 2017 budget year.

Review and approve payment of expenditures, including payroll, and donations received

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

Zylman reported on donations received, and he noted a \$6,870 donation to MPL from the Foundation for the first floor reconfiguration.

Items for Discussion and Possible Action Discussion and possible action to approve 2016 Resource Library Contract Erickson reviewed the document, and he noted the only change was a request for MPL to provide an itemized statement to ESLS.

Nelson moved to approve the document as presented. Norman seconded the motion. The motion passed.

Director s Report - Erickson

First floor redesign Kallas updated the Board of Trustees on the following: Page staff are working hard on relocating books to the first floor. Pete Eisch is moving the shelving to create the new Friends BookStore. Large print books will be moved to the former Friends BookStore location. Large print non-fiction will be moved back to the first floor collection. Fiction, mystery, and science fiction will be relabeled as separate genres. MPL s music collection will be recoded to make it easier to find. New display units will be purchased to make our music selections more visible. Displays on first floor are being redesigned.

Quinn suggested a plaque to honor the MPL Foundation be placed at the first floor customer service desk for their generous donation to the redesign.

Erickson distributed information on a coffee machine that takes money and credit cards as a possibility to add on the first floor.

He distributed another handout from a developer suggesting a small caf, being built facing North 8 Street.

Update on programming Prentice reviewed programming at MPL: A Digital Media Lab made possible from the Packers Foundation and an LSTA grant will be completed in the next couple of months in the Teen Center.

A photo scanner with editing capabilities will be added to the second floor near the magazine displays.

The Kohler Foundation has provided funds to enhance the Make It @ Mead program through purchasing materials for adults/families to create crafts and works of art.

Prentice said they are researching space in the library to develop a permanent Maker Space for this program and hands-on experience.

The Jane Austen program had 35 in attendance

Tai Chi class had high attendance of 40 ; consistent attendance of 30

In conjunction with Space Port and Sheboygan Recreation Department the stargazing program and showing of Apollo 13 movie at Vollrath Park had 300 in attendance.

Monthly Statistics Erickson reviewed June statistics, and he noted the addition of conference room percentage usage at MPL.

Liaison Reports

5.1

Eastern Shores Library System (ESLS) Nelson

ESLS Board will meet on Monday, July 27 at the Cedarburg Public Library.

Director Amy Birtell is working on the ESLS 2016 budget.

The director s performance review has been completed.

Mead Public Library Foundation - Norman The database program, Gift Works, that was used for Foundation record keeping was sold and cost prohibitive to continue. Administration staff are looking into Quickbooks for the donor management program.

Norman explained that a membership in the Foundation s Renaissance Society is \$500 (or more).

She indicated the Development Committee is recommending the annual appeal letter include donors level of giving with an explanation of how to move into higher recognition categories.

The Development Committee is also looking into categorizing the recognition display on first floor to honor Renaissance Society members.

The Foundation s annual party, Yuletide Gala, will include members of the board inviting friends who are advocates of MPL.

The temporary Foundation RFID Committee will meet in August to plan soliciting for the \$235,000 to complete this project.

Friends of Mead Public Library Mueller Mueller presented a written report on the activities and accomplishments of the approximate 65 people who volunteer at MPL.

Quinn complimented Mueller on her role in Volunteer Services on behalf of the library.

Mueller announced that the Friends GIANT Book sale resulted in sales of \$3,700.

Upcoming Meetings August 10, 3 p.m. at City Hall Joint City Finance Committee and Board of Trustees

(Mueller will remind Trustees of the meeting to meet quorum.)

August 27, 2: 45 p.m. Finance Committee meeting August 27, 3: 45 p.m.
Board of Trustees meeting

Information Items
7.1 June Statistics

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