

Minutes Mead Public Library Board of Trustees June 25, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 25 in The Loft. Present Board of Trustee members were Henry Nelson, presiding, Chris Campe, Ald. Darryl Carlson, Dolcye Johnson, Nancy Mannchen, Kathie Norman, and Dirk Zylman. Unable were Maeve Quinn and Dave Hoffman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

Opening of Meeting Nelson called the meeting to order at 3: 45 p.m. He determined there was a quorum present. Nelson led the Pledge of Allegiance There were no public comments at this meeting.

Approval of Minutes Johnson moved to approve the minutes from May 28, 2015 ; Campe seconded the motion. The motion passed.

Correspondence, Announcements, and Common Council Reports Erickson distributed and invited the Board to our Summer Social scheduled for Thursday, July 23 in conjunction with the summer concert series.

Committee Reports Finance Committee

Zylman, Chair Zylman reviewed the following: Zylman reviewed 2015 budget and said it is on target. Interest from the 850 Funds is up to nearly \$4,000 He said he discussed with James Testwuide domestic and international investing portfolios pertinent to the 850 Funds 2016 budget was deferred to later in the agenda

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

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

Zylman reported on donations received, and he noted a \$6,000 grant was awarded to MPL from Focus on Energy.

Items for Discussion and Possible Action

Discussion and possible action to approve 2016 operating budget

Erickson reviewed the 2016 budget report stating the 2.3 million allocation from the City of Sheboygan remains flat for the library in 2016. He indicated the Wisconsin Retirement Service and health care is still being reviewed. MPL's budget is 70 % human resources, 14 % materials, and 16 % other operations. DeAmico said we anticipate less fee revenues from the Eastern Shores Library System, and the elimination of \$1 new book rentals resulted in an \$8,000 loss.

Norman moved to accept the draft 2016 budget as presented. Carlson seconded the motion. The motion passed.

Director's Report - Erickson First floor redesign Erickson updated the Board on the favorable response to the first floor social gathering area. He said large-print books are temporarily stored alongside the fiction collection.

The new circulation desk should arrive during July, and it will be moved to the new space which will be more visible and patron accessible.

The Friends Book Store will be relocated to the present circulation services area. The James Michael artwork will be extended along the east wall.

Customer survey results

Members of the Friends conducted surveys on behalf of MPL. Erickson said the customer comments had good information to act on.

He said the main complaint of disruptive teens outside and inside the library would be discussed by the management staff for possible solutions. Also the library board will discuss the cost of increasing hours for the customers benefit at a future meeting.

Update on programming

Prentice discussed the first concert in a series at the Kohler Arts Center scheduled June 25. Because the green space was not ready MPL's activities of garden games including Chess, Jenga, and Connect Four, these games will be held in the Sculpture Garden at the Arts Center.

A performer who travels nationally to present a one-woman play on Jane Austen

is scheduled for Tuesday, July
21.

Monthly Statistics

Erickson reviewed the monthly statistics; he said children s checkout of materials has stabilized. He complimented Prentice for her efforts to increase adult services programming. We are reaching out to many community organizations to teach hands-on programs.

Johnson noted that reference statistics seemed skewed. DeAmico and Erickson will review these statistics.

Kallas noted that she is working with ESLS staff regarding statistics on wireless internet and interlibrary loan monthly statistics.

Liaison Reports

5.1

Eastern Shores Library System - Nelson

Nelson will follow up at ESLS Board meeting during July with the question of statistics being provided by ESLS to MPL in a timely manner.

The director and board are finalizing the ESLS budget for 2016.

The performance review of the ESLS director is being done by the Human Resources

Committee.

Mead Public Library Foundation - Norman

Norman reported that Konrad Testwuide, Carol Kolzow, Erickson, and she are

developing a plan for marketing and soliciting donations for the RFID project at MPL.

Friends of Mead Public Library Mueller A plaque honoring Nancy Lewis will be placed in the Friends BookStore. \$938 collected during May from BookStore and Special Book Sales \$300 donation to purchase promotional pencils; \$250 for Read to Me Club \$500 check presented to Friends from Sheboygan Rotary West for the Gift of Reading program Festival Foods has agreed to take donated children s books for their in-store children s play area for children to take home and keep. Ideas to give away children s books: Farmers Market at Fountain Park; barber shops; food pantries; Bookworm Gardens (Little Library)

Upcoming Meetings Finance Committee 7 - 23 - 15, 3: 00 p.m.
Board of Trustees, 7 - 23 - 15, 3: 45 p.m.

Information Items May statistics; Johnson suggested that Mueller report on volunteer services at MPL during the July Board of Trustees meeting.

Adjourn Norman moved to adjourn the meeting; Carlson seconded the motion. The motion passed. Nelson concluded the meeting at 4: 30 p.m.