

City of Sheboygan  
2015-05-28

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MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM

Mead Public Library Board of Trustees Thursday, May 28, 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 5/28/15 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

2.3 Human Resources Henry Nelson, Chair. Report of 5/14/15 meeting

**3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

3.1 Discussion and possible action to update library staff expense reimbursement policy

ATTACHMENT: Expense Reimbursement Policy - From MPL Staff Handbook - (Rev 5-14-15).docx

3.2 Discussion and possible action to update overtime work and compensation policy

ATTACHMENT: Overtime work and compensation -Draft 05-28-2015.docx

3.3 Discussion and possible action to approve 2016 operating budget

ATTACHMENT: 2016 Budget - MPL Board of Trustee Format.xlsx

3.4 Discussion and possible action on severance pay obligations

ATTACHMENT: Good Attendance Accounts.pdf

ATTACHMENT: Retiree Health Insurance Credits.docx

ATTACHMENT: Sick Leave Accounts.pdf

ATTACHMENT: Severance Pay - Voluntary Termination or Layoff-Reduction in Force.docx

ATTACHMENT: city sick bank policy.pdf

ATTACHMENT: Sick Leave Account.docx

ATTACHMENT: Severance Pay - Retirement or Death.docx

ATTACHMENT: VantageCarePlan.pdf

#### **4. ELECTION OF OFFICERS**

4.1 Nominations from the floor and election of Officers for 2015 - 2016  
(closed ballot permitted)    President    Vice President

4.2 Remarks from outgoing and incoming officers

4.3 Adopt Schedule of Meetings for 2015 - 2016

ATTACHMENT: Schedule of Meetings 2015-16.docx

4.4 Appoint Finance Officer for 2015    2016    President

4.5 Confirm/propose one but no more than two Trustees for continued  
service/election as directors of the Mead Public Library Foundation    President

4.6 Confirm/propose Trustee to serve on/for appointment to the ESLS Board -  
President

4.7 Appoint Standing Committee chairs and members as set forth in the Bylaws  
- President

#### **5. DIRECTOR'S REPORT**

5.1 First floor redesign

ATTACHMENT: Floorplan.pdf

5.2 Book lease program

5.3 Freegal downloadable music

5.4 Update on programming

5.5 Monthly Statistics

ATTACHMENT: MPL Statistics April 2015.xlsx

#### **6. LIAISON REPORTS**

6.1 Eastern Shores Library System    Henry Nelson

6.2 Mead Public Library Foundation    Kathie Norman

6.3 Friends of Mead Public Library    Pat Mueller

#### **7. UPCOMING MEETINGS**

7.1 Library Board - Finance Committee (6/25/15 @ 2:30)

7.2 Full Library Board Meeting (6/25/15 @ 3:45)

#### **8. INFORMATION ITEMS**

8.1 April Statistics

#### **9. ADJOURN**

9.1 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