

AMENDED MEAD PUBLIC LIBRARY BOARD OF TRUSTEES - 3:45 PM

Mead Public Library Board of Trustees Thursday, April 23, 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

ATTACHMENT: Minutes Board of Trustees 3-19-15.docx

1.5 Correspondence, Announcements, and Common Council Reports

**2. COMMITTEE REPORTS**

2.1 Finance Committee Dirk Zylman, Chair. Report of 4/23/15 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 4/14/15 meeting

2.4 Information Technology Kathie Norman, Chair. Report of 4/22/15 meeting

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

3.1 Discussion and possible action to formally ask the Mead Public Library Foundation to procure funding for a library RFID project

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

ATTACHMENT: Expense Reimbursement Policy - From MPL Staff Handbook - (Rev 4-15).docx

3.3 Discussion and possible action to update and clarify PTO and vacation policies

ATTACHMENT: Policy on Vacation and PTO.docx

3.4 Discussion and possible action to approve 2014 Library Annual Report

ATTACHMENT: Annual Report - Abridged - 2014.pdf

ATTACHMENT: Annual Report - Full - 2014.pdf

3.5 Discussion and possible action on January 2010 City/Library agreement for Library employee payouts

ATTACHMENT: Termination Agreement-Mead Public Library Reserved Fund.doc

ATTACHMENT: Resolution-Termination Agmt.-Library reserved fund.doc

ATTACHMENT: Full Reserved Fund and Liability Transfer Agreement.pdf

#### **4. CLOSED SESSION**

4.1 Motion to convene in closed session under Sec. 19.85(1)(f), Wis. Stats. for the purpose of considering disciplinary data of a specific former employee which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of such person

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

5.1 2016 Budget preparation

5.2 Chiller Update

5.3 Update on programming

5.4 Monthly Statistics

ATTACHMENT: March 2015.xlsx

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

6.1 Eastern Shores Library System     Henry Nelson

6.2 Mead Public Library Foundation     Garrett Erickson

6.3 Friends of Mead Public Library     Pat Mueller

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

7.1 Library Board - Human Resources Committee (5/14/15 @ 3:30)

7.2 Library Board - Finance Committee (5/28/15 @ 2:30)

7.3 Full Library Board Meeting (5/28/15 @ 3:45)

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

8.1 March 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