

Minutes Mead Public Library Board of Trustees January 22, 2015

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 22, in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Ald. Darryl Carlson, Dave Hoffman, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Martha Wortche, and Dirk Zylman. Unable to attend was Kathie Norman. 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. Quinn determined there was a quorum present. Quinn led the Pledge of Allegiance. There were no public comments at this meeting.

Johnson moved to approve the minutes from December 18 ; Nelson seconded the motion. The motion passed.

Correspondence, Announcements, and Common Council Reports Quinn distributed thank you notes from MPL staff Pat Mueller and Aimee Steinbruecker thanking the Board of Trustees and Administrative Services for arranging parking passes for library staff.

Ald. Carlson reported that an Ad Hoc Building Use Committee is being developed to discuss and make recommendations for City Hall building issue.

Ald. John Belanger from the City Planning Committee will likely chair the Ad Hoc Committee.

Carlson explained Mayor Vandersteen will appoint four citizens from our community to serve on the committee.

An analysis of City Hall to determine repair costs, as one option, has already been scheduled.

Quinn shared correspondence between her and City Attorney Steve McLean. State Statute 43.58 Library Board Powers and Duties were interpreted.

Committee Reports Finance Committee Report of 1 - 22 - 15, Dirk Zylman Zylman reported that the Finance Committee discussed the final 2014 budget. He stated MPL s budget, finished on a solid basis.

Also discussed was the \$10,000 to \$20,000 surplus in the 2014 budget. Zylman

complimented DeAmico for her work on the budget process.

The next Finance Committee meeting agenda will include reviewing a timeline for MPL s 2016 budget process, with an approved budget delivered to the City by May.

An additional upcoming agenda item was the discussion of various mechanical repairs needed on the building, and the creation of a plan to make these necessary fixes.

Zylman indicated favorable year-end results of the Trustees 850 funds being invested through MPL Foundation.

Review and approve payment of expenditures including payroll. Receive monthly 2014 and 2015 budget status reports to date. Report of donations received. Carlson moved to approve payment of expenditures including payroll and reoccurring expenses. Johnson seconded the motion. The motion carried.

Zylman reviewed handouts of the 2014 and 2015 budget status reports.

Zylman reviewed donations received at MPL: Friends of Mead Public Library
\$1,000

Advertising/Promotions \$1,512

Movie License \$

Book Page Subscription \$1,500

Sponsoring Science 4 Fun \$

Children s Summer Program/Book Bags

Sheboygan County Quilters Guild \$

34.47

Magazine Subscription

Human Resources Committee, Henry Nelson, Report of 1 - 6 meeting Discussions were deferred as item 3 on the agenda.

Items for Discussion and Possible Action Discussion and possible action on approving changes to staff evaluation process Forms have been updated closely mirroring City documents for our use at MPL. The timeframe planned to complete MPL staff evaluations is in the first quarter of 2015.

Nelson moved to approve the updated documents to use for MPL evaluations; Carlson seconded the motion. The motion passed.

Discussion and possible action on approving changes to director evaluation process Quinn discussed the process to be completed in February for Erickson's yearly evaluation.

Nelson moved to approve the changes to the process to evaluate the library director. Carlson seconded the motion. The motion passed.

Discussion and possible action on approving Bylaws and Policy Statements document specifically to change references from DTO to PTO Erickson explained that reference to both is confusing. To be consistent the policy was updated to the use of PTO exclusively.

Nelson moved; Johnson seconded the motion to accept the changes to reference PTO and eliminate DTO from the Bylaws and Policy Statements. The motion passed.

An approved change by the Board of Trustees from 2011 needs to be added to our Bylaws and Policy Statements reflecting MPL staff who opt out of the City Health Insurance plan receive a one-time payout of \$1,200.

DeAmico explained that three MPL employees were awarded this payment since 2011.

Discussion and possible action on approving 2015 holiday schedule The 2015 holiday schedule, which mirrors the City's holiday schedule, was reviewed. Because of discussion regarding the Fourth of July falling on a Saturday during 2015, it was recommended that a review of MPL holidays should be referred to the Bylaws Committee at a future meeting. (MPL will be closed Friday, July 3

and Saturday, July 4 in 2015).

Nelson moved to approve the 2015 holiday schedule as distributed; Carlson seconded the motion. The motion carried.

Director s Report Garrett Erickson Update on self-service initiatives on the first floor Our customers now have the ability to pick up their own holds and then proceed to the self-checkout units. Erickson said we have received many compliments on this change. MPL staff is researching different shelving for this area.

One minor problem brought to light with this change is the lack of standardized barcode placements by 3 of the other libraries in the Eastern Shores Library System.

Patrons will have difficulty checking out their materials on the self-checkout units.

Statistically, the amount of materials from these 3 libraries is fairly insignificant.

However, we are still working to address the problem.

Erickson announced that the fines and fees self-pay system (using cash or a credit card from within the library) is nearly ready to come on-line.

He said the goal of accepting payments online is still being researched by MPL staff.

We are very near the 5 million mark of our patrons using our self-checkout equipment. Discussion regarding a celebration of this milestone ensued.

Update on personnel changes Erickson said they had an existing candidate to consider offering the position of Children s Services librarian.

The MPL interview team had one more applicant to interview before making the final decision.

Discussion of summer hours Presently MPL is open on Monday and Wednesdays until 8 p.m. during the summer months. Because of the Summer Concert Series planned for Thursdays until 8 pm, Erickson stated that we should change to Tuesday and Thursday evening hours during the summer.

Quinn charged Erickson to make a decision regarding summer hours at MPL.

Update on security service A patron met with Erickson to question the need for our security staff to wear weapons while on duty at the library. Erickson stated that the contract with Special Operations states their staff may or may not wear guns.

Monthly statistics Erickson reviewed the report citing circulation of materials is down by 9 %. To counteract this trend, better weeding of materials, and improved merchandising/display options will be implemented in 2015.

Although our internet use is down by 3 % for library issued devices, the use of the wireless network is actually projected to be higher than the use of library issued hardware.

This will be the first full year of tracking wireless network use at the library.

E-content usage is up 40 % compared to 2013.

Adult programming numbers were also much higher than in 2013.

We re about offering opportunities for learning, said Erickson about the increased number of customers attending library programs.

Liaisons Reports Eastern Shores Library System (ESLS), Henry Nelson Nelson announced that Paul Onufrak, Information Technology, resigned from ESLS. He said ESLS does have an existing part-time employee for IT.

As an interim solution, Heartland Business Systems has been hired to provide needed IT services.

Mead Public Library Foundation, Garrett Erickson Erickson said at the Foundation meeting they discussed the Yuletide Gala event (to honor Renaissance Society members).

He said they discussed possible changes to the event for 2015.

One of the Foundation s Strategic Plan goals was to restructure existing and develop new committees. The Endowment Committee has been renamed and re-purposed to Development Committee in order to better solicit donations on behalf of the Foundation.

A Public Awareness Committee is also being developed.

Friends of Mead Public Library, Pat Mueller The Friends Board donated \$5,000

to the library to support five Book Clubs including stipends and buying book kits.

The possibility of investing \$30,000 from the Dottie Simon estate through the MPL Foundation is under discussion.

A copy of the Friends new Strategic Plan was distributed for review.

The Friends are soliciting donations for the Gift of Reading. This is a summer program that provides children/families with books to promote reading.

Upcoming Meetings	Bylaws Committee, February 5 at 3: 30 p.m.
Human Resources Committee, February 10 at 3: 30 p.m.	Finance Committee,
February 26 at 2: 45 p.m.	Board of Trustees, February 26 at 3: 45 p.m.

Information Items	December statistics
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Adjourn Carlson moved to adjourn the meeting. Nelson seconded the motion. The motion carried. Quinn concluded the meeting at 4: 50 p.m.

