

**Minutes
Mead Public Library
Board of Trustees
January 27, 2022**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 27, 2022 in the Rocca Room. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice President Kathie Norman, Finance Officer Sherry Speth, and Alderperson Andre Walton. Board members virtual: Meg Albrinck, Chris Campe, and Marcos Guevara. Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Security Specialist Santino Laster, Administrative Assistant Sydney Mehn, and Public Services Manager Melissa Prentice. Board members absent: Barbara Alvarez, Rev. William Bulson, and Alderperson Amanda Salazar.

1. OPENING OF MEETING

1. CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order at 7:00 p.m. and determined a quorum
2. PLEDGE OF ALLEGIANCE Quinn led the group in the pledge of allegiance.
3. PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING) There was no public comment.
4. APPROVAL OF MINUTES Norman moved to approve the minutes from the December 2, 2021 meeting. Walton seconded. Motion passed.
5. CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS There was no correspondence, announcements, or common council reports.

2. COMMITTEE REPORTS

1. FINANCE COMMITTEE - SHERRY SPETH, CHAIR. REPORT OF 1/27/2022 MEETING Quinn noted that the Finance Committee was not able to meet due to quorum, however the items on the agenda were very standard and could be approved at the full board level.
2. REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth moved to approve the report, and payment of current expenditures including payroll, and special revenues. Walton seconded. The motion passed.
3. RECEIVE 2021 BUDGET STATUS REPORT TO DATE The 2022 budget report was received and found to be in good order.
4. AD HOC EQUITY COMMITTEE - MARCOS GUEVARA, CHAIR. REPORT OF 1/27/2022 MEETING Quinn noted that the Equity Committee was not able to meet due to quorum, but that it would be rescheduled in the coming weeks.
5. HR COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 1/12/2022 MEETING Norman reported the process that the committee had gone through to analyze the director's annual review. The committee noted that the strategic plan is due to be updated. After that is updated, the director's review will be tied closely to the strategic plan. She further noted that the committee began the discussion on a tuition reimbursement program or scholarship that would be funded through the Foundation.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

1. CIP PROJECTS Erickson discussed the upcoming CIP projects, noting what had been submitted to the City. The projects included a fire panel, roof replacement, and tuck pointing/window re-caulking done on the exterior walls. Walton **moved** to approve the CIP submitted to the city. Campe **seconded**. The motion **passed**. He further discussed one additional project that he requested funding through private donations. The project would fund additional cameras and equipment inside and outside of the library. Albrinck **moved** to accept the project as requested. Campe **seconded**. The motion **passed**.
2. APPOINT AD HOC COMMITTEE FOR LIBRARY 125TH ANNIVERSARY – PRESIDENT Quinn will be forming an ad hoc committee, which she will present next month.
3. APPOINT AD HOC COMMITTEE FOR STRATEGIC PLANNING – PRESIDENT Quinn noted that the chairs of each of the standing committees would be included in this committee.
4. MEAD LIBRARY ANNUAL REPORT TO THE CITY Erickson presented the report. Norman **moved** to approve the submission of the report to the city. Walton **seconded**. The motion **passed**.
5. RESOURCE LIBRARY AGREEMENT Erickson presented the 2022 resource library agreement between Mead and Monarch Library Systems. Campe **moved** to approve the agreement. Albrinck **seconded**. The motion **passed**.
6. PROFESSIONAL DEVELOPMENT Erickson discussed the possibility of creating a tuition reimbursement or scholarship program, which would be funded through the Foundation. Quinn **moved** to approve the concept being brought to the Foundation for consideration. Norman **seconded**. The motion **passed**.

4. DIRECTOR'S REPORT

1. UPDATE ON COMMUNITY RESOURCES/SECURITY - SANTINO LASTER Community Resource Specialist Laster presented to the group his report since last quarter. He discussed some of the behavior challenges the staff have been experiencing with some patrons. Suggestions from the trustees included tracking some of the interactions with regards to times of day, months of the year, etc. to drill down into the detail associated with these incidents. The other suggestion was to rank the threat level so that the case can be made to others who don't experience the same things, and the kinds of support the library would need.
2. UPDATE ON JOB DESCRIPTION QUESTIONNAIRE STUDY Erickson updated the trustees on the current status of the job description study, noting that we are still waiting on the results. Quinn asked Walton to verify at the common council level whether any salary increases would be retroactive to January as the study was designed to be completed and released before the new year.
3. UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the city library collective project, noting that she would be getting books for all the board members by the February meeting. She further discussed the programs, noting that while programs are lighter since the pandemic, the hope is to provide more robust programs.
4. UPDATE FROM SUPPORT SERVICES Erickson noted that there was no report from Support Services this month.
5. UPDATE ON BUILDING PROJECTS Erickson discussed the current building projects, which were attached for trustees to look at. Erickson noted the donor wall replacement which will be finalized in the coming weeks.

6. MONTHLY STATISTICS Erickson reviewed the December end-of-year statistics, which were found to be in good order. Quinn requested that the statistics note that the pandemic is a continued factor.

5. LIAISON REPORTS

1. MONARCH LIBRARY SYSTEM – MAEVE QUINN reported that the next Monarch meeting is set to meet in February, which will be her first official meeting.
2. MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation had met the day before. She noted that the primary conversation had been about the tuition reimbursement/scholarship project and the enthusiasm that the group had toward the idea. She further noted that she will be forming an ad hoc committee to work on creating the project.
3. FRIENDS OF MEAD - SYDNY MEHN reported that the Friends had just had their annual meeting the week prior, which was the first of four events they will be hosting this year to celebrate their 50th anniversary. She also noted that the Friends 2021 revenue was \$19,190.63.

6. UPCOMING MEETINGS

1. LIBRARY BOARD OF TRUSTEES (2/24/22 @ 7PM)

7. ADJOURN

1. MOTION TO ADJOURN Walton **moved** to adjourn the meeting, Norman **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 8:25 p.m.