

City of Sheboygan
2021-12-02

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Minutes Mead Public Library Board of Trustees December 2, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, December 2, 2021 in the Rocca Room. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, Barbara Alvarez, Board Vice President Kathie Norman, Finance Officer Sherry Speth, and Alderperson Andre Walton. Board members virtual: Chris Campe, and Marcos Guevara. Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Public Services Manager Melissa Prentice, and Administrative Assistant Sydney Mehn. Board members absent: Rev. William Bulson, and Alderperson Amanda Salazar. Staff absent: Support Services Manager Cheryl Nessman.

OPENING OF MEETING 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

PLEDGE OF ALLEGIANCE Quinn led the group in the pledge of allegiance.

PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING) There was no public comment.

APPROVAL OF MINUTES Walton moved to approve the minutes from the November 4, 2021 meeting. Albrinck seconded. Motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn announced to the group that a new Footnotes has been published, and passed them out for the group. Erickson noted that the library had received a \$7,500 grant from the city to cover the fence project.

COMMITTEE REPORTS

ITEMS FOR DISCUSSION AND POSSIBLE ACTION GUIDELINES FOR PUBLIC COMMENT Quinn discussed that the city has recently added to their agendas that public comments should pertain to agenda items. Quinn further noted that the library would consider adding this to their agendas as well in the future, and that public comments guidelines will also possibly be added to agendas.

MEETING ROOM POLICY Prentice discussed the edits to the Meeting Room Policy, noting the addition of the new conference room, and the wording updates on recurring meetings. Norman moved to approve the updated policy as presented. Walton seconded. The motion passed.

MATERIALS CHALLENGE POLICY Prentice discussed the changes to the Materials Challenge Policy, adding in patron requirements of being a Mead cardholder, as well as adding in non-librariated areas. Albrinck moved to approve the Materials Challenge Policy as presented. Speth seconded. The motion passed.

2022 HOLIDAY SCHEDULE Erickson presented the holiday schedule for the board to review. Walton moved to approve the schedule as presented. Campe seconded. The motion passed.

DIRECTOR'S REPORT COVID SERVICE RESPONSE UPDATE Erickson updated the trustees on the current Covid service responses. He noted that masking is still required for all staff, and patrons have the choice to mask. He further noted that the city has not talked of requiring vaccines yet, however there is some discussion on offering incentives for getting vaccinated.

UPDATE ON JOB DESCRIPTION QUESTIONNAIRE STUDY Quinn updated the trustees on the current status of the job description study, noting that the results are coming soon.

BOOK CHALLENGE Erickson discussed the recent book challenge with the group. He reported that a committee had been formed for the challenge. The group met, and made a decision on the challenge. The complaint filer had been informed, as well as all public commenters from the previous board meeting.

From this point, the person that filed the complaint can appeal the decision, and then it would go to the full board level. As of this date, no response has been received from any of the notified persons.

UPDATE ON DEIB INITIATIVE Erickson and Guevara informed the group that the committee intends to continue DEIB committee work in January.

UPDATE ON SERVICES AND PROGRAMMING Prentice updated the group on services and programming. She discussed the ARPA grant that she has been a part of, noting that the grant was approved for \$147,000. The committee will be reworking their budget to move forward with the project. She also discussed the continued virtual/hybrid programs, noting that conversational Spanish will be beginning again soon, as well as the return of after-school programming.

UPDATE FROM SUPPORT SERVICES Erickson noted that there was no report from Support Services.

UPDATE ON BUILDING PROJECTS Erickson discussed the current building projects, including the donor wall replacement, updated lighting in the loft (specifically for Zoom/projector visibility) and the need to replace the fire panel in 2022.

MONTHLY STATISTICS Erickson reviewed the November statistics, noting that although most programming has not been restarted, the gate count is up, as well

as physical checkouts.

LIAISON REPORTS MONARCH LIBRARY SYSTEM MAEVE QUINN Quinn reported that she was able to attend her first Monarch system meeting, and that she was now officially appointed. She also noted that there would be an onboarding for her in January. At the Monarch meeting, the group had discussed the ARPA grant that they had been awarded, which will cover the cost of continued RFID tagging for some of the smaller libraries in the system.

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation had met in November. The group will not be having a Yuletide celebration this year, however they plan to move forward with the Academy talks for 2022. She reported that the Foundation's financials are in good order, and that the library's 2022 wishlist had been approved by the Foundation for approximately \$58,000. Lastly, she noted the Architect study/assessment that will be taking place next year to review library spaces for potential updating.

FRIENDS OF MEAD - SYDNY MEHN Mehn reported that the Friends minutes will now be attached to agendas for trustees to review. She discussed the events taking place next year for the Friends 50 th anniversary, as well as the retirement of Mary Mitch from Bookstore Manager position at the end of the year. Lastly, the annual book sale was reported on, noting the 3 day total of over \$4,000.

CLOSED SESSION MOTION TO CONVENE IN CLOSED SESSION FOR THE PURPOSE OF EVALUATING THE PERFORMANCE OF THE LIBRARY DIRECTOR UNDER THE EXCEPTION SET FORTH IN WISCONSIN STATE STATUTES 19.85 (1)(c) FOR CONSIDERING EMPLOYMENT, PROMOTION COMPENSATION, OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. Quinn moved to convene in closed session. Walton seconded. The motion passed.

RECONVENE IN OPEN SESSION MOTION TO RECONVENE IN OPEN SESSION Albrinck moved to reconvene in open session. Walton seconded. The motion passed.

POSSIBLE ACTION ON ITEM DISCUSSED IN CLOSED SESSION Norman moved to support Garrett Erickson s continued strong leadership as Library Director of Mead Public Library by increasing his salary by 2 %. Speth seconded. The motion passed.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (1 / 27 / 22 @ 7 PM)

ADJOURN MOTION TO ADJOURN Albrinck moved to adjourn the meeting, Alvarez seconded. The motion passed. Being no further business, the meeting adjourned at 8: 27 p.m.

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