

City of Sheboygan  
2021-07-29

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MinutesMead Public LibraryBoard of TrusteesJuly 29, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 29, 2021 in the Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Barbara Alvarez, Alderperson Amanda Salazar, Finance Officer Sherry Speth, and Andre Walton. Trustees attending remotely: Chris Campe Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Support Services Manager Cheryl Nessman, and Public Services Manager Melissa Prentice. Board members absent: Meg Albrinck, Rev. William Bulson, Marcos Guevara and Board Vice President Kathie Norman. Staff absent: Administrative Assistant Sydney Mehn

OPENING OF MEETING CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order and determined a quorum

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS [ 5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING)

APPROVAL OF MINUTES Walton moved to approve the minutes from the June 24, 2021 meeting. Speth seconded. Motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn reported on a letter from Mary Lynne Donohue, and let the group know that a letter will be shared next month from Nancy Mannchen. Quinn further reported that Alderperson Amanda Salazar will be joining us as the common counsel representative.

COMMITTEE REPORTS REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth reported on the current financials, noting them to be in good order. She further noted the update to the payment schedule that would remove late fees from bills such as the Amazon bill. Speth moved to approve the report, including payroll and special revenues (grants, gifts, and donations). Walton seconded. The motion passed.

RECEIVE 2021 BUDGET STATUS REPORT TO DATE The report was received and noted to be in good order. DeAmico noted that the levy has now posted, which makes our budget appear much better.

AD HOC ARTS AND FACILITIES COMMITTEE - CHRIS CAMPE, CHAIR. REPORT OF 7 / 29 / 21 MEETING Campe gave an overview of the meeting from earlier in the day. She discussed that a rough draft had been presented for the art committee on a

policy for art collections. She noted that some of the language needed to be altered in some parts and then go into the correspondence from the community more in depth. The group will be meeting again in August to discuss further.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DEPARTMENT OF PUBLIC INSTRUCTION INCLUSIVE SERVICES STATEMENT. "PROMOTION AND FACILITATION OF LIBRARY SERVICE TO USERS WITH SPECIAL NEEDS" Quinn discussed the inclusive services statement and the need for board members to be more aware of. It was the intention for this item to be an introduction of the statement. There will be a full, more robust discussion at the next full board meeting in September.

APPROVE FUNDING FOR AN ADDITIONAL SMALL MEETING ROOM ON THE SECOND FLOOR Erickson discussed the opportunity for a possibility of creating a second meeting space on second floor. A quote came back for \$5,700. Speth moved to approved the expense, Walton seconded. The motion passed.

CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MONARCH BOARD PRESIDENT Quinn had appointed Alvarez previously for this role, which then needed to go to the county board for approval. She noted however that due to a difference in timeline, she would also be submitting her own name, in the event that Alvarez was not approved.

DIRECTOR'S REPORT BUDGET PROCESS UPDATE Erickson informed the group that the budget parameters were a 2 % increase for personnel, as well as a flat budget for non-personnel. Erickson noted that even though there is not a scheduled full board meeting in August, there will need to be a special meeting after the Finance meeting in order for the full board to approve the budget prior to it being submitted to the city.

UPDATE ON SERVICES AND PROGRAMMING Prentice updated the group on the programming that the library had offered. She noted that there was a number of programs that have been reduced, and a number of others are looking to shift to virtual, capped registrations, as well as required masks for attendees. She further noted that the library s podcasting service was adding an additional program, with suggestions from the community and staff. The hope is that by fall there will be a full line-up of weekend shows and programs. There also is a plant cutting exchange in the Jerry Black Caf, that has done very well.

UPDATE FROM SUPPORT SERVICES Nessman reported that the emergency committee is currently undergoing a review of the department s emergency disaster response plan. She also indicated that the adult collection committee has decided to revert back to shelving by author last name, first name, title. Work will begin on that this fall. Spine labels will change slightly to include series numbers. The library of things is being rebranded, this will include items such as the experience passes, the ukuleles, and items for checkout. The process will be changing as well so that items are more visual.

UPDATE ON BUILDING PROJECTS Erickson noted some of the things being worked on, including LED lighting updates. Work on an extra conference room on 2 nd floor will begin this fall. Otherwise, there is not much for new building projects currently being worked on.

MONTHLY STATISTICS Monthly statistics were reviewed and found to be in good order. Erickson noted the physical check-out items have gone up 14 % since last year which is encouraging.

LIAISON REPORTS MONARCH LIBRARY SYSTEM - BARBARA ALVAREZ Quinn noted that they were still in limbo in terms of meetings, and so this report is tabled until the next meeting.

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Quinn reported the discussion on the differentiation between the Foundation and the Renaissance Society as well as the decision to forego the Renaissance Society name the term Renaissance Society is confusing to many people. A forthcoming discussion will be to determine how to proceed.

FRIENDS OF MEAD - SYDNY MEHN In Mehn s absence, Erickson reported that the Friends are anticipating their 50 th anniversary next year and are planning some sort of celebration. Additionally, they are planning their fall book sale for November. Finally, they are reviewing their Art-O-Mat and whether to make costly repairs or remove/replace.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (9 / 23 / 21 @ 5 PM)

ADJOURN MOTION TO ADJOURN Walton moved to adjourn the meeting, Speth seconded. The motion passed. Being no further business, the meeting adjourned at 5: 56 p.m.

Generated by Sydney Mehn on Thursday, June 24, 2021