

City of Sheboygan
2021-06-24

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Minutes Mead Public Library Board of Trustees June 24, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 24, 2021 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn, Finance Officer Sherry Speth, and Andre Walton. Trustees attending remotely: Barbara Alvarez, Rev. William Bulson, Marcos Guevara and Board Vice President Kathie Norman. Staff members present: Administrative Services Manager Debbie DeAmico. Staff attending remotely: Public Services Manager Melissa Prentice, and Administrative Assistant Sydney Mehn. Board members absent: Meg Albrinck, and Chris Campe. Staff absent: Director Garrett Erickson, and Support Services Manager Cheryl Nessman. Public in attendance: Mary Lynne Donohue, and Nancy Mannchen.

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

PLEDGE OF ALLEGIANCE

INTRODUCTION OF NEW TRUSTEE ANDRE WALTON

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

APPROVAL OF MINUTES Norman moved to approve the minutes from the May 27, 2021 meeting. Speth seconded. Motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn reported on some training opportunities she will be sending out to trustees.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF MARY LYNNE DONOHUE AS MEAD PUBLIC LIBRARY TRUSTEE AND LIAISON TO THE CITY OF SHEBOYGAN'S COMMON COUNCIL Walton moved to approve the resolution as written. Bulson seconded. The motion passed.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF NANCY MANNCHEN AS MEAD PUBLIC LIBRARY TRUSTEE AND LIAISON TO THE MONARCH LIBRARY SYSTEM BOARD Speth moved to approve the resolution as written. Norman seconded. The motion passed.

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. Guevara moved to approve the report, including payroll and special

revenues (grants, gifts, and donations). Norman 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 still not posted, which makes our budget appear to be in the red. She further noted the change in bi-weekly payables for bills.

AD HOC ARTS AND FACILITIES COMMITTEE - CHRIS CAMPE, CHAIR. REPORT OF 6 / 18 / 21 MEETING In Campe s absence, this item is tabled until next month s meeting. Quinn gave an overview of the charge of the committee, and the goals for the success of the committee.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION COVID SERVICE RESPONSES In Erickson s absence, Prentice discussed the updates to the building, including the complete opening of the 3 rd floor, including the teen center. Additionally, regular summer hours have commenced. She further commented on the masking declination of patrons, however staff are still masking.

LIBRARY SPACES CONSULTANT Prentice reported that there have been some updates on services, including the shifting of some areas including the Warschau room and the Mead radio station. Prentice noted that due to this, they are looking into contracting a library architect to help us with feedback on spaces and future planning. Prentice noted that the thought is to go to the Foundation for funding for the architect.

FUTURE MEETING LOGISTICS Quinn discussed the potential for a time change for the meeting and opened the meeting for discussion and consideration. It was determined that the group would begin meeting at 5: 00 pm.

ADOPT SCHEDULE OF MEETING FOR 2021 - 2022 Norman moved to approve the schedule of Trustee meetings only, pending the noted changes. Walton seconded. The motion passed.

DIRECTOR'S REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice updated the group on Maker Faire, with 2500 participants between in-person and virtual programming. She also reported the library was represented at the Juneteenth celebration, where over 60 books were given and 200 buttons. Stuffed animal sleepover was very successful and Prentice reported on a very nice phone call she has gotten from it. Professional headshots were held, with over 30 attendees. Prentice lastly noted the draft grant statement is done for the DPI City Library Collective, which she read for the group. Norman also highlighted the library service of letting staff pick your next 5 books. Quinn also reminded the group to sign up for the summer library program.

UPDATE FROM SUPPORT SERVICES In Nessman s absence, Prentice reported that there were no updates of note.

UPDATE ON BUILDING PROJECTS Prentice reported that there has been a hold put on most building projects until after they determine an architect. She did

report one small building project of a second-floor additional public conference room. DeAmico noted the purchase of chairs and sale of the previous chairs, as well as the air conditioner installation in the page workroom.

MONTHLY STATISTICS Monthly statistics were reviewed and found to be in good order.

LIAISON REPORTS MONARCH LIBRARY SYSTEM - BARBARA ALVAREZ Alvarez noted that there had not been a meeting yet, however she had met with Mannchen to get the information needed on the Monarch meetings.

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that there was not much to report as the board had not met this month. She further noted that they are attempting to update the website and the lessen confusion on the differentiation between the Foundation and the Renaissance Society.

FRIENDS OF MEAD - SYDNY MEHN Mehn reported that there had been no meeting, so there were no updates.

UPCOMING MEETINGS AD HOC EQUITY COMMITTEE (6 / 30 @ 2 PM)

LIBRARY BOARD OF TRUSTEES (7 / 22 / 21 @ 3 PM) Meeting to be updated to 5 PM

ADJOURN MOTION TO ADJOURN Norman moved to adjourn the meeting, Speth seconded. The motion passed. Being no further business, the meeting adjourned at 4: 11 p.m.

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