

City of Sheboygan
2021-05-27

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Minutes Mead Public Library Board of Trustees May 27, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 27, 2021 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn, Board Vice President Kathie Norman, and Sherry Speth. Trustees attending remotely: Barbara Alvarez, Chris Campe, and Marcos Guevara. Staff members present: Director Garrett Erickson. Staff attending remotely: Administrative Services Manager Debbie DeAmico, Public Services Manager Melissa Prentice, Support Services Manager Cheryl Nessman, and Administrative Assistant Sydney Mehn. Board members absent: Meg Albrinck

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3: 00 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

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

APPROVAL OF MINUTES. Campe moved to approve the minutes from the April 22, 2021 meeting, Speth seconded. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn thanked Josh Lintereur for the wonderful SLP sign on the front entrance gate. She also shared that June would bring resolutions for both Mary Lynne Donohue and Nancy Mannchen. She informed the group that Mayor Sorenson had reappointed Kathie Norman, and William Bulson, and will be appointing 2 new trustees to our board in June. Quinn noted for the record that Rev. William Bulson has not yet been sworn in. Quinn next introduced our newest board member Barbara Alvarez, who gave a brief statement of her impressive professional background. Quinn concluded with a library nomination from United Way of Sheboygan County in the Community Nonprofit Spirit Award category.

COMMITTEE REPORTS REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) DeAmico provided the financial report noting that the library is in good shape. She also noted that we have not yet transferred the levy funds from the City. DeAmico is told that it won t show on the figures until August, after the second quarter taxes have been collected, which makes the financials look skewed. Quinn discussed adding this topic to the agenda for a meeting with Erickson and Mayor Sorenson. Norman moved to approve the report, including payroll and special revenues (grants, gifts, and donations). Campe seconded. The motion passed.

RECEIVE 2021 BUDGET STATUS REPORT TO DATE The report was received and noted to be in good order.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION COVID SERVICE RESPONSES Erickson discussed the measures that have been taken to ensure vaccines for library staff. He updated the group that the City is no longer requiring masks for the public, and for vaccinated staff. We are still encouraging patrons to wear masks, but not enforcing. He noted that all the meeting spaces are currently open again, and beginning after Memorial Day we will be going back to normal summer hours.

DIRECTOR'S REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice discussed the upcoming programs, noting the Maker Faire and Juneteenth Celebrations that would take place. She also spoke about the Tai Chi classes on the city green that would be happening. There will also be a program called Stories, Songs, and Stretches on the city green, Lil Rev will be having ukulele lessons and a concert. All virtual programs are still doing well, and most will continue through the fall. She also updated the group on the new statewide group, the City Library collective, which was formed by WILS. It is all of the municipal libraries in Wisconsin that serve populations between 30,000 and 100,000 people, except for Milwaukee, Madison, and the two county systems in Brown and Marathon. It was started as a way for libraries to information share and problem solve together. Often, they are the resource libraries in their systems, with the way that a lot of the state is very rural, they are often the largest, by a significant margin. This group was formed to have that peer connection with comparable libraries. The first project that they are taking on is applying for ARPA money. The DPI has ear-marked the group for the Community Recovery Center project. The groups official title now is Public Libraries As Sites Of Community Recovery And Resilience. What they're starting to do is work through the scope and the scale of it, and then do a little bit of community needs assessment. There will be a very short window of time to get everything together and apply for the money. The questions that are going to be asked of our community is, how are people suffering post pandemic, and how can the library help? The list of resources pulled together addresses things like gaps in education and learning support, workforce development, racial equity, housing equity, food assistance, civic engagement, etc. One of the things being considered is building in some resource sharing and community partnerships, where they would do things like County Health Services at the library. So we can fund a certain number of hours for a social worker to be in the library, or a jobs navigator, or just general social services navigator. Prentice will continue to keep the group updated as the proposal takes shape.

UPDATE FROM SUPPORT SERVICES Nessman reported the emergency and disaster planning committee at the library are officially moving beyond the emergency planning phase of their work, which focus mostly on how to immediately deal with emergencies in the library. They will be moving on to the disaster planning phase, which includes things like how to report things accurately for insurance, how to deal with any damage to materials and the building, etc. The other component that they are working towards is being one of the locations within the city, if there is a disaster, where the community knows they can come to us for things like power, Wi Fi, etc. Nessman next reported that she had presented at the Wisconsin Association of Public Libraries conference earlier this month. Her presentation was on our materials handling room, the room where we cook our materials to heat treat them. She went over that and had

a call to action for other libraries to help fight the stigma associated with that issue, educate the community, stopping denying services as a mitigation tool for that. Further, Ben Miller from DPI had sat in on the presentation and reached out to afterwards with interest in seeing if there's some sort of role that DPI can play in a statewide project to deal with that. Nessman also submitted a presentation to the American Association of Public Libraries conference in 2022. Erickson notified the group that Fire Chief Monty had just hired a new assistant, who will be tasked with updating the city's disaster plan.

UPDATE ON BUILDING PROJECTS Erickson discussed the list of building projects. HVAC control thermostats within the building were just approved by the city. We will get a vendor in this summer to finish up all the digital thermostat conversions in the second and third floor. We also have gotten all new appliances in the staff room now, which completes that project. The final project Erickson spoke about was the recently completed countertop seating along the first-floor windows as well as one of the second-floor windows, complete with outlets and USB connections.

MONTHLY STATISTICS Erickson presented the statistics, again noting that this would be the transition period in comparison from last year.

LIAISON REPORTS MONARCH LIBRARY SYSTEM - NANCY MANNCHEN Quinn reported per Mannchen's report. The board is in the process of searching for an executive director, and the window of accepting applicants is closed.

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation has a 35 % increase in investments, largely because of a decrease at this time last year, and then a correction. The finance committee also was looking into fiscal responsibility in investing. She further discussed the Foundation's website that they are working on. Finally, she noted that they had decided not to have their fall events, and will decide at a later time about the Yuletide Gala.

FRIENDS OF MEAD - SYDNY MEHN Mehn reported that Friends had met the week prior. They will be planning to hold a second book sale in order to get back on track, so they will be holding a sale November 11, 12, and 13. Additionally, they will be doing a new recognition system in the form of plaques. They also will not have June meeting, however will meet again in July.

ELECTION OF OFFICERS NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2021 - 2022 (CLOSED BALLOT PERMITTED) - PRESIDENT - VICE PRESIDENT Guevara moved to nominate Quinn for President. Norman seconded. The motion unanimously passed. Norman moved to close the nominations for President. Speth seconded. The motion unanimously passed.

Quinn moved to nominate Norman for Vice President. Guevara seconded. The motion unanimously passed. Campe moved to close the nominations for Vice President. Speth seconded. The motion unanimously passed. Campe then moved for the elections to be closed with a unanimous ballot. Speth seconded. The motion

passed.

REMARKS FROM OUTGOING AND INCOMING OFFICERS Quinn thanked the board and expressed her appreciation in a brief speech.

ADOPT SCHEDULE OF MEETINGS FOR 2021 - 2022 Agenda item tabled until next month as the schedule of meeting was not attached.

APPOINT FINANCE OFFICER FOR 2021 - 2022 PRESIDENT Quinn appointed Sherry Speth as the finance officer for the 2021 - 2022 term.

CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION PRESIDENT Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.

CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MONARCH BOARD PRESIDENT Quinn appointed Alvarez to serve on the Monarch board as a liaison for Mead.

APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS PRESIDENT Committees were updated and a list of members will be distributed post the meeting.

APPOINT AD HOC COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS PRESIDENT Committee chairs were updated and a list of committees will be distributed post the meeting.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (6 / 24 / 21 @ 3 PM)

ADJOURN MOTION TO ADJOURN Speth moved to adjourn the meeting, Campe seconded. The motion passed. Being no further business, the meeting adjourned at 4: 09 p.m.

Generated by Sydney Mehn on Friday, May 28, 2021.