

City of Sheboygan
2021-04-22

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Minutes Mead Public Library Board of Trustees April 22, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 22, 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: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, and Kyle Whelton. 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: Rev. William Bulson

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. Speth moved to approve the minutes from the February 25, 2021 meeting, Mannchen seconded. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn reported on a thank you card received from staff from National Library Week. She also wished the group a happy Earth Day. She next went through the common council elections, noting the outgoing mayor and alderpersons as well as welcoming the new mayor and alderpersons. Finally, she discussed the May elections for the board and advised anyone wishing to be re-appointed to contact her.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF KYLE WHELTON AS MEAD PUBLIC LIBRARY TRUSTEE Norman moved to approve the resolution as written. Campe 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 moved to approve the report, including payroll and special revenues (grants, gifts, and donations). Mannchen 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 FOUNDATION MINI-GOLF EVENT Erickson discussed the Foundation s mini-golf event, noting that the Foundation would be putting that event off for a while. More info in the future. Donohue moved to approve the DPI Report for 2021. Whelton seconded. The motion passed.

DPI INCLUSIVE SERVICES ASSESSMENT AND GUIDE Erickson updated the group about the process in which the guide had been put together and filled out. Erickson opened the group up for discussion. After some discussion, it was decided that the group would look through the document and share their feedback on the document as they go through. Guevara suggested to form an ad-hoc committee to go over the governance section and the document in general to discuss and make suggestions. Quinn will put together that committee and bring it back at the next meeting.

COVID SERVICE RESPONSES Erickson discussed the measures that have been taken to ensure vaccines for library staff. He updated the group that all staff that wanted one were able to get scheduled/vaccinated, and thanked Quinn for her role in that change. Erickson further noted that the process of quarantining items will cease as of May 3 rd. He noted that newspapers would become available again to patrons, and meeting rooms would be opening again as of May 3 rd. Moving forward, our summer hours will be going back to the normal times and increasing our open times again. Erickson next raised the issue of if the city moved away from the mask mandate, what direction would the board members like Erickson to go in? The board consensus was that Erickson should follow the CDC guidelines regardless of what the city does, even if there isn t a mask mandate.

DIRECTOR'S REPORT WISCONSIN ASSOCIATION OF PUBLIC LIBRARIES (WAPL) CONFERENCE - MAY 4 - 7 Erickson informed the group of the Wisconsin Association of Public Libraries conference upcoming May 4 - 7. He noted the library has some monies set aside and trustees would be welcome to attend and utilize those funds. He further noted that Cheryl Nessman will be presenting at the conference.

UPDATE ON SERVICES AND PROGRAMMING Prentice discussed the program updates and take-home kits. Wintergreen was a very successful virtual program with over 800 participants throughout the various workshops available. Additionally, she noted that there is a new statewide committee through WLS (Wisconsin Library Services) called the City Library Collective. It is designed for libraries to share ideas and collectively solve problems together. The committee helps libraries to face issues together and get ideas for ways to do things better. After the first meeting, the group decided that the initial focus would be to go after some of the ARPO money in the form of a grant that is framed around libraries as community recovery centers. The group will focus on 3 areas: Helping kids to get back on track academically and socially after this past year, fighting disinformation, and community reconciliation through social justice and community engagement activities.

UPDATE FROM SUPPORT SERVICES In Nessman s absence, Erickson reported that the support staff are working on changing up processes in quarantining, as well as notifying people of materials coming in.

UPDATE ON BUILDING PROJECTS Erickson discussed the list of items that Gregg Herr had uploaded, including fencing that has gone in to cover the generator as well as the heat grate in the loading dock area. Erickson also noted that maintenance has been slowly working through converting to all LED lighting, which is about 80 % completed.

MONTHLY STATISTICS Erickson presented the statistics, noting that this would be the transition period in comparison from last year as the closure happened at this time last year.

LIAISON REPORTS MONARCH LIBRARY SYSTEM - NANCY MANNCHEN Mannchen discussed that the executive director had resigned from her position. The job description is out, and they are accepting applications until May 8 th. Committees are at work looking at policies and employee handbook to update.

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Norman reported that the Foundation has changed their meeting schedule to every other month. She noted that the Foundation s last meeting was primarily spent discussing possible events for the rest of the year. She also noted that the investment accounts are doing well. Finally, she reported that the Public Awareness committee has been meeting to spruce up the website for the Foundation.

FRIENDS OF MEAD - SYDNY MEHN Mehn reported that Friends had met the day before. They are working towards a few social events later in the year. The executive committee sent out a thank you letter for Friends members after being inspired by the Foundation s Thank a thon. The book sale brought in \$3,314.80, which is the 4 th largest sale amount since the record started in 2006. The Gift of Reading which helps to fund the Summer Library program is in process, with a current total of \$2,680.00, which is great since the Friends pledged \$2,500.00 per year for Summer Reading.

UPCOMING MEETINGS

LIBRARY BOARD OF TRUSTEES (5 / 27 / 21 @ 3 PM)

ADJOURN MOTION TO ADJOURN Campe moved to adjourn the meeting, Albrinck seconded. The motion passed. Being no further business, the meeting adjourned at 3: 52 p.m.

Generated by Sydney Mehn on Friday, April 23, 2021.