

City of Sheboygan
2021-02-25

BYDSET7019F2

Minutes Mead Public Library Board of Trustees February 25, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 25, 2021 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn and Rev. William Bulson. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson. Staff attending remotely: Administrative Services Manager Debbie DeAmico, and Administrative Assistant Sydney Mehn. Board members absent: Vice-President Kathie Norman

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3: 05 p.m. She determined there was a quorum present.

WELCOME AND INTRODUCTION OF NEW TRUSTEE REV. WILLIAM L. BULSON

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. Donohue moved to approve the minutes from the January 28, 2021 meeting, Albrinck seconded. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn reported on the new board member, who will be joining the board in February. She noted that his term would expire on April 19, 2021 as he will be filling a vacancy.

COMMITTEE REPORTS

ITEMS FOR DISCUSSION AND POSSIBLE ACTION DPI ANNUAL REPORT Erickson discussed the report and the statistics that will be reported to the state. He noted the additional COVID response questions, however much of it was the same as in years past. Donohue moved to approve the DPI Report for 2021. Whelton seconded. The motion passed.

NATIONAL LIBRARY WEEK APRIL 4 - 10 Erickson reminded trustees that during National Library Week in years past the library has provided fine forgiveness, and he requested approval to do that again this year. Albrinck moved to approve the amnesty of fines during National Library Week. Mannchen seconded. The motion passed.

MEAD INTERNAL COMMITTEE STRUCTURE Erickson began by explaining the committee process as a style of democratic leadership, and then turned it over to Prentice who went through each of the committees and their roles. This was an informational-only item, so that trustees could understand how decision making decisions are made.

COVID SERVICE RESPONSES Erickson discussed the measures that have been taken to ensure safety of staff and patrons. He further discussed that the target date for re-opening 2 nd and 3 rd floors is March 1 st.

DPI INCLUSIVE SERVICES ASSESSMENT AND GUIDE Erickson discussed the tool that was going to be utilized for inclusive services, and a process for using these items. It was the thought of the director to have staff go through and assess where the library is at, and then come back to the board with a report. From there, he is hoping that the board can provide staff with some priority areas for us to work on. Mannchen noted the usefulness of the document for board committee conversations and decision making.

2021 HOLIDAY CALENDAR Donohue moved and Speth seconded approval of the 2021 holiday calendar for Mead.

DIRECTOR'S REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice discussed the take and make chili cooking class with Marilyn Montemayor, additionally there are take and make kits for kids that are being given out right now, the current project is a snow volcano. The Peeps Diorama is currently being run, and that will run through March. Wintergreen is going to be a virtual program this year, with a number of programs offered. The Optimist Club will also be offering a spring program. The racial justice book discussion was very successful and impactful. Finally, Prentice discussed the radio show that has been started.

UPDATE FROM SUPPORT SERVICES In Nessman s absence, Erickson reported that there were no updates from support services, the same projects were continuing on.

UPDATE ON BUILDING PROJECTS Erickson discussed the office furniture project and the changes upcoming. Finally, the staff lounge has been renovated. Additionally, a few upcoming projects this year include moving the local history room on 2 nd floor, the generator coverage, and the loading doc area, as well as completion of the HVAC system.

MONTHLY STATISTICS Erickson presented the January statistics, there was no discussion.

LIAISON REPORTS MONARCH LIBRARY SYSTEM - NANCY MANNCHEN Mannchen discussed the strategic planning process that is currently being worked on. She also reported that Monarch is currently updating their job descriptions. Finally, she discussed the annual report from Monarch and shared some very exciting statistics on services from 2021. Guevara joined the meeting

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Quinn reported on the Foundation, noting election of John Donovan as vice president for the Foundation. She further discussed that

FRIENDS OF MEAD - SYDNY MEHN There was no report as the Friends had not met, however Mehn reported that the Friends would be hosting a furniture sale to help with offloading excess furniture at Mead.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES MARCH NO MEETING

LIBRARY BOARD OF TRUSTEES (4 / 22 / 21 @ 3 PM)

ADJOURN MOTION TO ADJOURN Albrinck moved to adjourn the meeting, Donohue seconded. The motion passed. Being no further business, the meeting adjourned at 3: 55 p.m.

Generated by Sydney Mehn on Thursday, February 25, 2021.