

City of Sheboygan
2021-01-28

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Minutes Mead Public Library Board of Trustees January 28, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, January 28, 2021 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Chris Campe, 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: Alderperson Mary Lynne Donohue, Marcos Guevara, and 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: 01 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. Whelton moved to approve the minutes from the December 9, 2020 meeting, Campe 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.

ADOPT RESOLUTION IN HONOR OF THE SERVICE OF BERNIE MARKEVITCH AS THE PRESIDENT OF THE MEAD PUBLIC LIBRARY TRUSTEES AND PRESIDENT OF THE MEAD PUBLIC LIBRARY FOUNDATION Whelton moved to approve the resolution as written. Albrinck seconded. The motion passed.

COMMITTEE REPORTS REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Whelton turned the report over to DeAmico who noted that the report was as of December 31, with a few additional expenses still coming. DeAmico was able to recover \$63,895.00 in COVID expenses (Road To Recovery COVID grant), which helped with financials. DeAmico will be able to \$10,000 -\$20,000 in the roof reserve. DeAmico will be doing a 13 -month report for the board for next time. DeAmico noted the donation from DeYoung Kohler. Whelton moved to approve the payment of expenditures and special revenues. Mannchen seconded. The motion passed.

RECEIVE 2020 BUDGET STATUS REPORT TO DATE DeAmico reported on the budget

status report. She noted the banking fees that were new, the overage in snow removal because of the amount of snow last year, and the insurance due to the fire.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION MEAD LIBRARY ANNUAL REPORT TO THE CITY OF SHEBOYGAN Erickson discussed the report and the statistics differences due to the pandemic, noting the areas of success and areas for improvement.

2021 - MEAD LIBRARY CITY CIP PROJECT Erikson discussed the dwindling projects, noting the continuation of the HVAC project, which includes new controls on each floor, and the progress that has been made. He reported that the City is willing to get the project completed in 2021. Whelton moved to approve the CIP request for 2021. Campe seconded. The motion passed.

COVID SERVICE RESPONSES Erickson began by discussing the mask mandate, looking for opinion from board members on what their thoughts would be if the mask mandate were to be dropped, what the library should do. After some discussion, the board advised Erickson to continue with the masking, despite mandate. The discussion was to look to the CDC for guidance. Erickson next discussed opening up the rest of the library looking at the beginning of March. Quinn noted that it may be best to not announce being back open, just to organically let people slowly come back in.

TRUSTEE READING ASSIGNMENT - ALTERNATIVE CLASSIFICATION SYSTEMS TO THE DEWEY DECIMAL SYSTEM Erickson and Prentice discussed the potential reclassification of library materials and what that might look like. Albrinck asked for an example or two on how the model might help patrons as well as any issues. Prentice listed travel section as an example, where travel guides and foreign language are separate sections. She also discussed Poetry as being an area where this has been put into practice. Campe left at 4: 00 DIRECTOR'S REPORT 2021 MATERIALS BUDGET BREAKDOWN Erickson discussed the materials budget breakdown for the library budget. Prentice talked through the use of CollectionHQ for the variety of items in stock, inventory management, high circulation items, and a budgeting tool. The tool takes the circulation and collection inventory from the previous year and then generates a suggested budget based on that data. There are currently 10 staff members who work on ordering. There will also be a collection development committee forming next month.

UPDATE ON SERVICES AND PROGRAMMING Prentice discussed that there is a pretty good rhythm going with virtual programs, Lil Rev, Live Storytimes. Additionally, there is a new book club starting up in February, the racial justice book club, led by Judge Natasha Torry. The book club filled up within a few hours, and there is now a waiting list.

UPDATE FROM SUPPORT SERVICES Nessman discussed the extensive die-cut collection that are being housed in MPL now from Monarch.

UPDATE ON BUILDING PROJECTS Erickson discussed the completion of the painting in 2 nd floor. Additionally, the office furniture project has been completed. Finally, the staff lounge has been renovated. 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 December year-end statistics, no discussion

LIAISON REPORTS MONARCH LIBRARY SYSTEM - NANCY MANNCHEN Mannchen discussed the continued work of Kimberly Young, who has been directing Monarch for about 6 months now. Staff evaluations are beginning, as they have not been done in a long time. Young is working on a 5 -year strategic plan. The Monarch office will stay in Sheboygan, there had been some discussion about moving, but the decision was made to stay. The bookmobile is on the road, after some mechanical issues. The fall billboard campaign went very well.

MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Quinn reported on the Foundation, noting election of Kathie Norman as president. The vice presidency slot was not filled, and is currently vacant. Quinn further discussed the Spring campaign letter that will go out soon and noted that a local young mother would be highlighted as a contributor. Finally, Quinn noted that the Children s and Teen s Book Festival will not happen this year, but will continue next year.

FRIENDS OF MEAD - SYDNY MEHN Mehn attached the Friends report. There were no additional questions.

FUTURE AGENDA ITEMS DISCUSSION OF STAFF COMMITTEE STRUCTURE FOR INTERNAL DECISION-MAKING

DPI INCLUSIVE SERVICES ASSESSMENT

PROCESS FOR LIBRARY BOARD APPROVAL OF FUTURE PROJECTS

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (2 / 25 / 21 @ 3 PM)

ADJOURN MOTION TO ADJOURN Whelton moved to adjourn the meeting, Albrinck seconded. The motion passed. Being no further business, the meeting adjourned at 4: 55 p.m.

Generated by Sydney Mehn on Friday, January 29, 2021.