

City of Sheboygan  
2020-10-22

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MinutesMead Public LibraryBoard of TrusteesOctober 22, 2020 A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 22, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and. Board members absent: Chris Campe Staff absent: Public Services Manager Melissa Prentice  
1.

OPENING OF MEETING:  
1.1

CALL TO ORDER AND DETERMINATION OF QUORUM MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3: 17 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.  
1.3

PUBLIC COMMENT [ 5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.  
1.4

APPROVAL OF MINUTES. Donohue moved to approve the minutes from the October 15, 2020 meeting, Speth seconded the motion. The motion passed.

INTRODUCTION AND WELCOME TO SANTINO LASTER. Laster introduced himself, provided a background on himself, and provided a brief update on the projects he has been working on.  
1.6

CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS Quinn noted that it is National Friends of Libraries Week. She thanked them for all their service to the library, and led a round of applause for Mead s Friends group. Quinn also noted that the state of Wisconsin People s Maps Commission, of which Melissa Prentice has been appointed by our Governor.

#### COMMITTEE REPORTS

2.1

HUMAN RESOURCES COMMITTEE KATHIE NORMAN, CHAIR. REPORT OF 10 / 20 / 20 MEETING Norman reported on the committee s process of updating all current job descriptions.

3.

#### ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

3.1

JOB DESCRIPTIONS Erickson discussed the update job descriptions. Whelton moved to approve the updated job descriptions as presented. Albrinck seconded. The motion passed.

EXCLUSION POLICY AND PROCESS Erickson reported on the current exclusion policy, noting that it was a bit dated. He noted that Prentice and Laster had worked together to update the policy Whelton moved to approve the updated exclusion policy and process as presented. Norman seconded. The motion passed.

Whelton left at 3: 38 p.m.

4.

#### DIRECTOR S REPORT

4.1

2021 OPERATING BUDGET Erickson reported that the common council had looked at the budget and no changes had been made thus far. Common council will take another look at it and will hope to get it passed the first week in November. There is a public hearing on the budget on 10 / 26 / 2020.

4.2

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the upcoming and continuing programs, noting Lil Rev, Great Decisions, Art workshop: Sketchbook Essentials, and Girls Stem Day. Storytime Live, Virtual Book Discussions, and Comic-Con Drive Thru are upcoming. Prentice further discussed the issues with mask enforcement noting the increased improvements, and the desire for support for staff.

UPDATE FROM SUPPORT SERVICES Nessman reported no new updates.

4.4

UPDATE ON BUILDING PROJECTS Erickson reported on the project list noting the progress made in the various projects.

5.

#### LIAISON REPORTS

5.1

MONARCH LIBRARY SYSTEM NANCY MANNCHEN Mannchen reported on the Monarch meeting from September. She reported that there was a change in the officers. Further discussion entailed COVID needs and best practices, as well as potential lease changes. She next reported that the results of the billboard displays was favorable. Lastly, she reported that Monarch would be piloting a program that helps with statistics reporting, hoping for a grant to cover the cost. Quinn questioned whether Monarch might make some sort of statement at some point in time about COVID spread and noted a released letter from the County Public Health Department signed by all the school boards.

5.2

MEAD LIBRARY FOUNDATION MAEVE QUINN / KATHIE NORMAN Quinn reported that the wishlist items were approved. Advisory committee and Yuletide gala have been cancelled. 850 funds have been transferred over for the Foundation to invest.

Author committee has been cancelled and funds have been refunded.

FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends had not met this month due to a lack of actionable agenda items. Quinn requested  
6.

#### UPCOMING MEETINGS

6.1

LIBRARY BOARD OF TRUSTEES (11 / 19 / 20 @ 3: 00 pm)

7.

ADJOURN

MOTION TO ADJOURN Norman moved to adjourn the meeting, Donohue seconded. The motion passed. Being no further business, the meeting adjourned at 3: 56 p.m. Generated by Sydney Mehn on Thursday, October 22, 2020.