

City of Sheboygan
2020-09-24

BTKPP75FA8AE

AMENDED Minutes Mead Public Library Board of Trustees September 24, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 24, 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, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Vice-President Kathie Norman, Sherry Speth and Kyle Whelton. Board members absent: Nancy Mannchen. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and Public Services Manager Melissa Prentice. Board members absent: Staff absent: OPENING OF MEETING: 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. She also determined that there was one member of the public: Mayor Mike Vandersteen

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 July 23, 2020 meeting, Albrinck seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS Quinn reported that Debbie DeAmico has been appointed Co-Director of District 6 for the Wisconsin Municipal Treasurers Association, which includes representing Sheboygan, Calumet, Fond du Lac, Green Lake, Manitowoc, Marquette, Waushara and Winnebago cities, towns and villages. She also reported that Mead has new merchandise available for purchase.

COMMITTEE REPORTS AD HOC ART COMMITTEE NANCY MANNCHEN, CHAIR, REPORT OF 9 / 3 / 20 MEETING Quinn reported in Mannchen s absence. She updated the group that the committee convened over a concern of one of the murals in the quiet study room, noting that the concern is that the mural does not align with our vision of a vibrant, informed and cohesive community. The group has decided to put together a policy surrounding this and will be discussing steps moving forward for the mural.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: 2021 OPERATING BUDGET Erickson reported that the admin team has met to make some small adjustments to the budget but it s pretty much intact. They are still waiting on city administration to compile all the requests from each of the departments before making any further adjustments.

CIP PROJECTS Erickson reported on the attached four projects that the library would like to utilize 850 funds for. Projects include staff lounge updates (\$41,348), front lobby doors becoming automatic (\$9400), steel gate and fence around generator and fence over HVAC exhaust return grates, and finally continued updates to office furniture for each floor that will be ergonomically helpful and will have higher profiles sneeze guards. Whelton moved to approve the expenses. Donohue seconded. The motion passed.

DIGITAL MEDIA POLICY Erickson brought forward the updated Digital Media Policy for board consideration. Erickson noted changes by attorney Adams that anyone who's comments are hidden will be notified of it. In addition, anyone who has comments removed will be able to appeal through a formal appeal process. Campe raised the question about wording of posts as being hidden. It was shared that hidden is more of a technical term associated with Facebook in particular. Erickson also reported that there needs to be an archiving process for social media sites, which will be a follow up to this policy. Whelton moved to approve the policy as presented. Norman seconded. The motion passed.

DIRECTOR S REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice reported on continued programs, including Lil Rev, Great Decisions, Gearbox Labs workshops on Tinker cad, and 100,000 poets for change will be a virtual live stream this weekend. Moving forward, we are developing content for WSHS radio out of North High School.

Prentice also updated the board on the current issue of masks at the library, noting the amount of stress and burnout due to mask enforcement. Group has starting tracking interactions. Management is working on solutions to mitigate the problems.

UPDATE FROM SUPPORT SERVICES Nessman reported that material return room is completed and up/running. Cooking up to 24 carts per day and able to get temp hot enough to kill all stages of pests. She further reported that all pages have been partnered with collection development personnel to provide cross-training, to allow for better services, and to aid collection development in their workloads. Quinn reported that she had received a phone call from a patron who was thrilled about the puzzle exchange being back up and operational.

UPDATE ON BUILDING PROJECTS Erickson reported that DPW has been working in the book drop driveway to add a voting absentee ballot drop to our driveway.

MONTHLY STATISTICS Erickson reported on the statistics, which have stayed fairly consistent at 50 % of normal rates.

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN In Mannchen's absence, this agenda item is tabled until next month.

MEAD LIBRARY FOUNDATION MAEVE QUINN / KATHIE NORMAN Quinn reported that the Foundation had met the day prior, noting that the 850 -transfer agreement

had been unanimously voted in. She further shared that the Foundation has cancelled the Wisconsin Academy, as well as the Yuletide event. Norman reported that the Foundation has decided to be responsible in their financial requests, noting the other non-profits in the community that have higher needs right now. This year the plan is to not focus so much on fundraising.

FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends have decided to cancel their October book sale and reschedule it for spring. She further reported how great the Friends sales have been during COVID via eBay and other online sales. Lastly, Kohler company has donated a raffle item for the mini golf event.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (10 / 22 / 20 @ 3: 00 pm)

ADJOURN MOTION TO ADJOURN Whelton moved to adjourn the meeting, Norman seconded. The motion passed. Being no further business, the meeting adjourned at 4: 40 p.m.

Generated by Sydney Mehn on Thursday, September 24, 2020.