

City of Sheboygan
2020-07-23

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MinutesMead Public LibraryBoard of TrusteesJuly 23, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 23, 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, 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: Staff absent: Public Services Manager Melissa Prentice

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.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). Dolcye Johnson expressed opinion regarding the last board meeting discussion of creating a diversity statement.

APPROVAL OF MINUTES. Whelton moved to approve the minutes from the June 25, 2020 meeting, Norman seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS There were none.

COMMITTEE REPORTS

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: 2021 OPERATING BUDGET Erickson discussed the proposed budget. Quinn pointed out a 2 %, \$96,000 increase due to staff alignment with other City departments. Erickson reflected on the TO changes Donohue moved to approve the proposed preliminary operating budget for 2021 as presented today. Whelton seconded. The motion passed.

COVID- 19 SERVICE RESPONSES Erickson reported on the decision that was made to require masks in the library per CDC recommendation. Code of conduct also was updated to reflect this change. City attorney was consulted and it was pointed out that there may need to be a stipulation about medical conditions and what response we would have regarding that. Albrinck brought up the question of HIPPA with requesting doctor notes. She suggested that we work with anyone with a medical condition to avoid further spread. She also suggested to separate the bullet points so that they were distinct. Donohue moved to support the revised

code of conduct policy with the understanding that staff can make changes as needed. Whelton seconded. Motion withdrawn when board pointed out that policies are always approved at the board level. Norman moved to approve the revised code of conduct policy with proposed changes. Whelton seconded. Motion passed. Next Erickson discussed the guidelines or suggestions associated with levels of service. Lastly, Erickson brought up the library hours, with the suggestion that we remain with our current hours.

DIVERSITY STATEMENT Erickson discussed the written policy that had been put together in response to the topic that had been discussed at the last meeting. Whelton moved to approve the statement as presented. Guevara seconded. The motion passed.

DIGITAL MEDIA POLICY Erickson next discussed the digital media policy. The policy is for guidance on our social media presence and the decision making that goes into comments, questions and responses. Whelton questioned the abilities of the library to restrict any sort of 1 st amendment rights. He asked that the policy be run through the city attorney and be brought back to the next meeting. The Digital Media Policy was tabled until the September 24, 2020 Board of Trustees meeting.

DIRECTOR S REPORT UPDATE ON SERVICES AND PROGRAMMING A written report was attached in Prentice s absence. Erickson noted the addition of Support Services Specialist Santino Laster.

UPDATE FROM SUPPORT SERVICES Nessman reported on the removal of magazines from circulation due to new testing. She also reported that quarantined materials have now been moved to the basement in anticipation of the August vote in the Rocca Room.

Nessman further reported on the new materials room, which has the ability to be operated from outside the room.

UPDATE ON BUILDING PROJECTS Erickson reported on the attached project list from Gregg Herr. He also informed the board regarding sneeze guards being installed on 3 rd floor. Lastly, Erickson reported on the plan to bring forth a proposal to add a gate to the generator area.

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

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN Mannchen reported on the Monarch meeting. She reported that the new director, Kimberly Young has started. She also reported that there will be a trustee training week upcoming August 24 - 28 th with lots of webinars, including a DEI session directed at library board members. Monarch approved a provisional budget. In September, Monarch will be sponsoring a Get your library campaign which will include billboards in each of the counties. Erickson discussed that Lintereur has agreed to work with Monarch on perhaps additional billboards with help from his marketing budget.

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

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (9 / 24 / 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, July 23, 2020.