

City of Sheboygan
2020-06-25

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MinutesMead Public LibraryBoard of TrusteesJune 25, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, June 25, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman and Nancy Mannchen. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, 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 Public Services Manager Melissa Prentice. Board members absent:

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3: 03 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 May 28, 2020 meeting, Donohue seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS There were none.

COMMITTEE REPORTS FINANCE COMMITTEE - KYLE WHELTON, CHAIR. REPORT OF 6 / 22 / 20 MEETING Whelton reported on the Finance Committee meeting of 6 / 22 / 20 noting that everything was in good order.

FINANCE REPORT:

- 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS).
- 2). RECEIVE MONTHLY 2020 BUDGET STATUS REPORT TO DATE.
- 3). REPORT OF GIFTS RECEIVED - KYLE WHELTON Whelton moved, Donohue seconded

HUMAN RESOURCES COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 6 / 16 / 20 MEETING Norman reported on the Human Resources Committee meeting. She deferred the discussion until item

- 3.
- 4.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION: DISCUSSION OF LATE FINES FOR

YOUTH Erickson discussed proposal to eliminate late fees for patrons 18 and under. This policy would not be true for lost material, only for late material. He also discussed the question of retroactively removing fine. Albrinck inquired and Erickson confirmed that materials were going to be youth materials in addition to the cardholder being youths. Norman inquired about removing fines all together as had once been discussed. Erickson confirmed that the goal is to remove fines all together, however it is a financial strain. Donohue noted that the low-income patrons would especially benefit, particularly during Covid pandemic. Whelton moved to approve removal of fines moving forward as well as retroactively. Donohue seconded. The motion passed.

MEAD PUBLIC LIBRARY FUND Erickson reported on the 850 funds, and the potential to gift the monies to the Foundation for investing and monitoring. Whelton moved to approve gifting the balance of the funds to the Foundation and to fund the hiring of a lawyer to draft the documents from these funds. Albrinck seconded. The motion passed. Whelton moved to approve authorization of the MPL president to sign documents drawn up by the lawyer to initiate transfer of funds. Donohue seconded. Motion passed.

UPDATE OF GIFT POLICY Erickson discussed the policy updates, noting the language changes. Donohue moved to approve the policy change as presented. Whelton seconded. The motion passed.

UPDATE TO TABLE OF ORGANIZATION Norman talked about the position structure and the shifting that had occurred. Erickson next discussed two separate scenarios and the differences. Whelton moved to approve option 2, which would move IT and Maintenance from Support Services to Administration. In addition, the Maintenance Supervisor position would be re-filled. Lastly, the Public Safety Specialist position would be shifted from pay grade J to pay grade K. Norman seconded. Motion passed.

DISCUSSION OF MARKETING STRATEGIES Erickson discussed the marketing plan and the lack of social media or public relations/media policy. With the current world events, Erickson sought guidance for what the library's stance should be on current events and hot button issues. It was decided that the creation of a policy regarding public relations and media should be created and brought to the next board meeting for review.

DIRECTOR S REPORT UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the current status of library services, noting that there was disappointment over the fact that the library's children's room is closed. She further discussed some of the programs upcoming for summer. A story walk will take place outside, as well as kits being sent home with STEM related activities. Dial-a-story is also being implemented. The makerspace will begin opening by appointment soon. Guevara asked about the ratio of mask wearers, and indicated support of mask requirements. The item will be added to a future agenda.

UPDATE ON BUILDING PROJECTS Nessman spoke regarding the building projects. She reported that the returns room is set to be complete by next week. The contractor who planted trees and seeded the lawn last year is back and are doing touch-ups. A contractor was out to fix the piping in the cooling towers.

Contractor will be out next week to fix leaks in roof and check out the potential for tuck pointing in the future. She also discussed the upcoming election and what we are going to be doing about accommodating that. Finally, she is looking at a gate for a section by the book drops that is a blind spot and prone to trespass and potentially dangerous situations.

MONTHLY STATISTICS Erickson reported on the statistics, noting that the entire month of May the library was closed. Prentice and Nessmann also updated the group on the traffic flow and materials

LIAISON REPORTS MONARCH LIBRARY SYSTEM NANCY MANNCHEN Mannchen reported on the Monarch meeting. She noted that the bookmobile is now out and open. She reported that the search continues for a director and hoping to have a hire within 2 weeks.

FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends had met this past Wednesday in the home of Sharon Quicker. Business was conducted as usual, with lots of cancellations of future plans. The Friends did vote and approved to donate funding to the mask making group that had donated masks to the library.

UPCOMING MEETINGS LIBRARY BOARD OF TRUSTEES (7 / 23 / 20 @ 3: 00 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: 27 p.m.

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