

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
April 2, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, April 2, 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, 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 Public Services Manager Melissa Prentice. Public attending: City Administrator Darrell Hofland and Human Resources and Senior Services Director Vicky Schneider. Board of Trustees members absent: Marcos Guevara.

1. OPENING OF MEETING:

- 1.1 ROLL CALL – TRUSTEES ALBRINCK, CAMPE, DONOHUE, GUEVARA, MANNCHEN, NORMAN, QUINN, SPETH AND WHELTON MAY ATTEND REMOTELY. Quinn called the meeting to order at 1:00 p.m. She determined there was a quorum present. Roll call present were: Campe, Donohue, Mannchen, Norman, Quinn, Speth and Whelton.
- 1.2 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. Whelton **moved** to approve the minutes from the March 18, 2020 meeting, Mannchen **seconded** the motion. The motion **passed**.

2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 2.1 UPDATE ON SERVICES Quinn started the discussion by thanking staff for being so flexible and creative during this time. Erickson updated the group that Chase was working on updating the wireless access points so that the internet can be accessible during the day from the parking lot. Prentice next spoke, expressing her gratitude to public services staff for responding readily with new tech and remote services. She especially thanked Anneliese and Chase for their hard work on all the tech aspects. She then announced that the staff are still available from 9-5 via phone, email and chat. She indicated that the volume of patrons was not the same, however it was steady. Staff are also implementing online programs, such as book clubs, blog updates and Facebook Live programs such as Lil' Rev. Staff is also gathering FAQ info for the website and for the front doors, she noted that the Sheboygan's vulnerable population still rely on the library's front doors for information, and so they are being used as a bulletin board of sorts right now. Other updates and work being done include collection development work, database updates and Summer/Fall program planning.
- 2.2 HUMAN RESOURCE POLICY CHANGES Hofland first spoke regarding the creation and implementation of a policy for non-essential staff. The city decided to mimic the state policy with a COVID-19 leave of 80 hours input for staff. Once that time is up, all non-essential staff will be paid 80% of their time, and will be expected to use vacation or

discretionary time for the other 20%. Schneider noted that for a 40-hour work week, 32 hours would be paid and 8 hours would be discretionary. She also noted that the 80 hours of leave began on 3/30/2020 and will go until 4/13/2020. Hofland indicated that the goal of the policy is to keep staff on payroll, and avoid anyone needing to file for unemployment. Quinn next spoke noting that the policy that is being created does not need approval from council. She further noted that City Attorney Chuck Adams agreed that Erickson should be a part of the policy decision process. Hofland warned that the policy is still in draft mode as changes continue to come in daily and they are trying to avoid confusion. He will however share the policy with the library so that we can view and weigh in.

Alderperson Donohue next spoke, reminding the group that this policy was created with the best of intentions, and she hopes that we will all be in support of the policy and the efforts put into it. She also praised the work put in by Prentice's staff and expressed her amazement at the creativity. Norman raised the question about what new info was being presented here in this policy? Quinn explained that the policy that went out on Friday mistakenly did not include the portion about the 80/20 hours. Hofland noted that the 80 hours and the 80/20 policy was in addition to any policies by federal legislation. At this point, Albrinck joined the chat. Norman then inquired about whether the library had the most non-essential employees or were there other entities with this issue? Schneider responded, noting that the definition of non-essential is whether you are emergency personnel or whether you can work from home. In looking at this policy they did determine that the city runs pretty lean in that there are not a lot of extra employees. She noted that Transit as well as the Senior Center also had non-essential employees. They are actively looking for other projects for these staff members to work on, some from other departments. Nessman indicated that they have been able to find some projects for non-essential staff to do from home, however not all of the hours they would normally have.

The group next discussed the problems that will come when the library re-opens, including the influx of returned items. Norman asked what would happen with all the extra work? Erickson noted that due dates are being extended in the hopes that people will keep their items for longer. Nessman noted that it is a worldwide issue and concern. Some ideas had been to extend due dates and double up on staffing once the library re-opens. The idea arose to pay non-essential staff ahead of time for the extra work they will be doing. Schneider cautioned that a sudden increase in hours could change classifications of staff members within the 52-week period. Some of those benefits cannot be changed once they are made. DeAmico noted that all hours are being tracked so that they don't go over. Whelton **moved** to approve the authority of Erickson to implement this policy as he sees fit. Speth **seconded**. The motion **passed**.

- 2.3 BUILDING PROJECTS Erickson reported that there were not many staff in the building, and as such this is a great time to get some contractors in to quote projects. Nessman reported that lighting on the stairs and outside would be changing from fluorescent to LED. DeAmico reported that the administrative office would like new furniture while the carpet is being replaced. Norman inquired about where the funds were coming from in the budget, and DeAmico noted that these projects were budgeted with 850 funds. Nessman next noted that painting is getting done. Maintenance can do most of it, but there are a few spots on the stairs where special equipment is needed. She last reported that we have quoted a 'Material Return Room' that would be used for sanitization of returned materials. It would be an 8x8 room in the page workroom. It would be equipped

with a heater, fan and exhaust system. Norman **moved** to approve all four projects as presented. Albrinck **seconded**. The motion **passed**.

- 2.4 UPDATE ON MEAD LIBRARY SERVING AS A POLLING STATION ON ELECTION DAY Erickson reported that the library would still serve as a polling station, with the gate down for no access to the library. Poll workers will be cleaning and sanitizing as the day goes on.
- 2.5 PERSONNEL UPDATE Erickson reported that Dawn Klister had resigned, and taken a job at Safe Harbor. He noted that they would be looking at a strategy for hiring for that position. Norman suggested that, while it should not be posted now, we should not wait until everything is back up and running again before posting it.

3. UPCOMING MEETINGS

- 3.1 LIBRARY BOARD OF TRUSTEES – (4/23/20 @ 3:45pm)
- 3.2 BOARD OF TRUSTEES FINANCE COMMITTEE MEETING (4/23/20 @ 3:00PM)

4. ADJOURN

- 4.1 MOTION TO ADJOURN Norman **moved** to adjourn the meeting, Whelton **seconded**. The motion **passed**.

Being no further business the meeting adjourned at 2:00 p.m.
Generated by Sydney Mehn on Thursday, April 4, 2020.

<p>Title: Bulletin Boards Chapter: Service Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 10.06 Original Effective Date: Date of Last Revision:</p>
--	--

Bulletin Boards

The Library's bulletin boards are primarily for announcements of library events and activities. Insofar as space is available, the staff may post materials on the Library-designated Community Bulletin Boards, with the approval of the Director (or designee), advertising events of civic, recreational, cultural, educational, or general public interest. No material will be exhibited which advocates the election or defeat of a candidate for public office, which advocates an affirmative or negative vote for or against any proposition, whether political or otherwise, or which is purely commercial or personal.

Priorities for display are:

1. Mead Public Library and Eastern Shores Library System announcements and publications, including those of library organizations, e.g. American Library Association, Wisconsin Library Association.
2. City of Sheboygan and Sheboygan County government announcements and publications or those of other local tax-supported agencies.
3. State of Wisconsin and federal government announcements and publications.
4. Civic, recreational, cultural, educational, and general interest announcements and publications of special events or programs sponsored by non-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
5. Civic, recreational, cultural, educational, and general interest announcements and publications of regularly-scheduled events or programs sponsored by non-profit organizations. Such notices are generally displayed for a period no greater than 3 weeks. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
6. Civic, recreational, cultural, educational, and general interest announcements and publications of special events or programs sponsored by for-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
7. Civic, recreational, cultural, educational, and general interest announcements and publications of regularly-scheduled events or programs sponsored by for-profit organizations. Such notices are generally displayed for a period no greater than 3 weeks. If space is limited, priority will be given to events and organizations in the immediate Sheboygan area.
8. Display items should be no greater in size than 11" by 17". The appearance and content of the notice must be suitable for the Library's general public service area. The Library assumes no responsibility for the return, preservation, protection, or possible damage to or theft of any item

presented for posting or posted on the Community Bulletin Boards. This section also applies to the Library's acceptance of literature from local governmental and community organizations for distribution to the public.

Community Bulletin Board Policy

Display and Distribution of Materials from Other Agencies, Organizations, and Individuals

Community notices of a cultural, recreational, educational or community service nature will be posted at Mead Public Library subject to the following priorities and guidelines:

1. Programs co-sponsored by the Library.
2. Programs sponsored by the City of Sheboygan or other tax-supported agencies.
3. Programs of a cultural, recreational, educational or community service nature sponsored by non-profit organizations.
4. Programs of a cultural, recreational, educational or community service nature sponsored by for-profit organizations.
5. Display items should be no greater in size than 11"x17". The appearance and content of the notice must be suitable for the Library's general public service area. The Library assumes no responsibility for the return, preservation, protection, or possible damage to or theft of any item presented for posting or posted on the Community Bulletin Boards.

The Library will not display posters, petitions or notices for political parties, candidates, or those advocating a position on a public issue. The Library also will not display product advertisements, legal notices or notice of fund raising drives.

The Library may distribute multiple copies of ongoing publications, informational brochures, pamphlets, etc of a cultural, recreational or educational nature. Consideration of distribution of non-library materials is subject to distribution guidelines with library materials distributed first.

This policy also applies to the Library's acceptance of literature from local governmental and community organizations for distribution to the public.

CITY OF SHEBOYGAN

REQUEST FOR FINANCE AND PERSONNEL COMMITTEE CONSIDERATION

ITEM DESCRIPTION: 2020 – 2024 Mead Public Library Capital Improvement Program Request Submissions

REPORT PREPARED BY: Garrett Erickson, Director – Mead Public Library

REPORT DATE: April 22, 2019

MEETING DATE: April 24, 2019

FISCAL SUMMARY:

STATUTORY REFERENCE:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

Wisconsin Statutes: N/A
Municipal Code: N/A

BACKGROUND / ANALYSIS:

The Mead Public Library has prepared the attached Capital Improvements Program Requests for the 2020 – 2024 Capital Improvements Program. The projects are all sequential. A portion of each project occurs during the first three years of the five-year CIP program. The projects will be completed in 2022. The details of each project are attached for reference.

1. 2020 - Carpet Replacement – \$40,492. This is the final request to complete the resurfacing of floors within the Mead Public Library building.
2. 2020 - HVAC Control Replacement - \$66,278. This is second year in a four year phase to update the HVAC Controls within the Mead Public Library building.
3. 2021 - HVAC Control Replacement - \$66,278. This is third year in a four year phase to update the HVAC Controls within the Mead Public Library building.
4. 2022 - HVAC Control Replacement - \$66,278. This is fourth year in a four year phase to update the HVAC Controls within the Mead Public Library building.

STAFF COMMENTS:

Any overages or differences have been funded by the Mead Public Library Finance Committee.

ACTION REQUESTED:

For discussion purposes only.

ATTACHMENTS:

- I. Mead Public Library Capital Improvements Program Requests – 2020 – 2024 detail information.

Type	Name	February 2019	February 2020	Monthly 2019 vs 2020	Year-to-date 2019	Year-to-date 2020	YTD 2019 vs 2020
Circulation Transactions	Adult Materials	27460	27508	0%	57031	56875	0%
	Teen Materials	960	1203	25%	1893	2129	12%
	Children's Materials	13507	14783	9%	27062	28734	6%
	Total Adult/Teen/Children's Materials	41927	43494	4%	85986	87738	2%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5990	4670	-22%	11460	10865	-5%
	Items received for Mead patrons from other libraries	6276	5910	-6%	12599	13321	6%
	Total Interlibrary Loans (Transits)	12266	10580	-14%	24059	24186	1%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	5755	6225	8%	12227	13059	7%
	Music (Hoopla)	210	118	-44%	422	229	-46%
	Video (Hoopla, Kanopy)	925	643	-30%	1868	1195	-36%
	Magazines (RB Digital)	131	149	14%	224	277	24%
	Total E-Content Checkouts	7021	7135	2%	14741	14760	0%
Library Visits	Gate count	22082	21690	-2%	45302	45040	-1%
Research Inquiries	Research Inquiries	2823	3471	23%	5963	7082	19%
Internet Usage Provided	Library Workstation Sessions	3892	3431	-12%	8003	6681	-17%
	Wireless Sessions	11588	6679	-42%	24168	12978	-46%
Number of Library Card Holders	Sheboygan Residents				33093	34390	4%
	Non-Sheboygan Residents				9217	9053	-2%
	Total Number of Library Card Holders				42310	43443	3%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	87	58	-33%	159	116	-27%
	Children (0-11) Participants	2485	1263	-49%	4194	2461	-41%
	Teen (12-18) Quantity	4	3	-25%	8	6	-25%
	Teen (12-18) Participants	124	97	-22%	247	221	-11%
	Adult (18+) Quantity	55	55	0%	92	104	13%
	Adult (18+) Participants	619	886	43%	1108	1446	31%
	Total number of Classes, Seminars, Workshops, Events	146	116	-21%	259	226	-13%
	Total number of Participants	3228	2246	-30%	5549	4128	-26%
Conference Room Utilization	Rocca Meeting Room	33%	30%	-3%	29%	24%	-5%
	Loft Meeting Room	38%	27%	-11%	33%	29%	-3%
	2nd Floor Small Meeting Room	44%	26%	-18%	38%	28%	-9%
Study Rooms Utilization	Study Rooms Hours Used	474	463	-2%	996	871.5	-13%
	Percent Utilization	35%	33%	-2%	35%	30%	-5%
Volunteer Hours	Volunteer Hours	454.54	919.47	102%	983.62	1526.52	55%

Type	Name	March 2019	March 2020	Monthly 2019 vs 2020	Year-to-date 2019	Year-to-date 2020	YTD 2019 vs 2020
Circulation Transactions	Adult Materials	29812	18313	-39%	86843	75188	-13%
	Teen Materials	1152	1088	-6%	3045	3217	6%
	Children's Materials	16876	10681	-37%	43938	39415	-10%
	Total Adult/Teen/Children's Materials	47840	30082	-37%	133826	117820	-12%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	5073	2908	-43%	16533	13773	-17%
	Items received for Mead patrons from other libraries	5896	3845	-35%	18495	17166	-7%
	Total Interlibrary Loans (Transits)	10969	6753	-38%	35028	30939	-12%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	6490	6962	7%	18717	20021	7%
	Music (Hoopla)	159	136	-14%	581	365	-37%
	Video (Hoopla, Kanopy)	973	889	-9%	2841	2084	-27%
	Magazines (RB Digital)	175	229	31%	399	506	27%
	Total E-Content Checkouts	7797	8216	5%	22538	22976	2%
Library Visits	Gate count	24669	12487	-49%	69971	57527	-18%
Research Inquiries	Research Inquiries	3482	1820	-48%	9445	8902	-6%
Internet Usage Provided	Library Workstation Sessions	4315	1651	-62%	12318	8332	-32%
	Wireless Sessions	13644	3844	-72%	37812	16822	-56%
Number of Library Card Holders	Sheboygan Residents				33111	34204	3%
	Non-Sheboygan Residents				9206	8999	-2%
	Total Number of Library Card Holders				42317	43203	2%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	77	32	-58%	236	148	-37%
	Children (0-11) Participants	2038	580	-72%	6232	3041	-51%
	Teen (12-18) Quantity	10	2	-80%	18	8	-56%
	Teen (12-18) Participants	264	65	-75%	511	286	-44%
	Adult (18+) Quantity	46	21	-54%	138	125	-9%
	Adult (18+) Participants	1196	296	-75%	2304	1742	-24%
	Total number of Classes, Seminars, Workshops, Events	133	55	-59%	392	281	-28%
	Total number of Participants	3498	941	-73%	9047	5069	-44%
Conference Room Utilization	Rocca Meeting Room	38%	12%	-26%	32%	20%	-12%
	Loft Meeting Room	30%	23%	-8%	32%	27%	-5%
	2nd Floor Small Meeting Room	35%	23%	-11%	37%	27%	-10%
Study Rooms Utilization	Study Rooms Hours Used	450.5	284.5	-37%	1446.5	1156	-20%
	Percent Utilization	33%	20%	-13%	34%	27%	-8%
Volunteer Hours	Volunteer Hours	1055.13	198.48	-81%	2038.75	1725	-15%