

**\*\*\*ATTACHMENTS\*\*\***

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**February 27, 2020**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 27, 2020 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Sherry Speth and Kyle Whelton. Staff members present: Business Manager Debbie DeAmico, Support Services Manager Cheryl Nessman and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Nancy Mannchen and Vice-President Kathie Norman. Public present: Mayor Michael Vandersteen. Staff members absent: Director Garrett Erickson and Public Services Manager Melissa Prentice

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:51 p.m. She determined there was a quorum present.
- 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 September 26, 2019 as well as the January 23, 2020 meeting, Donohue **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Erickson was out to support his son during a state wrestling competition.

**2. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:**

- 2.1 APPROVE ANNUAL DPI REPORT Donohue **moved** to approve the DPI report pending corrections to board member names. Whelton **seconded**. Motion **passed**.
- 2.2 CITY OF SHEBOYGAN POET LAUREATE POSITION Donohue spoke regarding the Poet Laureate position. Vandersteen attended to be able to answer any questions associated with it. Quinn questioned the library's role in the selection process. Vandersteen and Donohue agreed that the Library should be in collaboration with the City to select the correct person, in addition to advertising the role. Whelton clarified that a city employee would not be discluded from applying. Mehn clarified that the library would be responsible for paying the honorarium for 3 years at \$300 per year. Whelton **moved** to approve the Poet Laureate position. Albrinck **seconded**. Motion **passed**.
- 2.3 FINE FREE INITIATIVES Discussion continued on the potential of a fine-free initiative. Donohue suggested a committee of staff and board should be formed to work out logistics and bring a proposal to the board. Nessman suggested a trial during national library week. Donohue **moved** to approve Mead staff looking for and implementing a way to hold a fine free week during National Library Week, 4/19/20 through 4/25/20. Whelton **seconded**. The motion **passed**.

- 2.4 DISCUSSION OF PALACES FOR THE PEOPLE – INTRO & CHAPTERS 1-3, 6 The group discussed the assigned reading in detail, and valued the insight and perspective that it provided to public libraries. The parallels with the strategic plan were noted and the reading was able to add value to the board’s thought processes and ability to advocate for the library.

### 3. DIRECTORS REPORT

- 3.1 UPDATE ON SERVICES AND PROGRAMMING Nessman reported in Prentice’s absence. Prentice and Jennifer Chamberlain had attended Legislative Day on 2/11. As it is not an election year, they were mostly thanking the legislatures for their work for libraries. Prentice and Loewen were noted as currently attending PLA in Nashville. The Maker in residence program had been successful, with the same 6-8 teens attending every session. March maker in residence will be with Gearbox Labs. Upcoming events include Wintergreen on March 21, and Spring Break Staycation the week of March 22-28.
- 3.2 UPDATE ON BUILDING PROJECTS Nessman reported on the projects around the library. Quotes for painting and fireplace inserts will be coming in soon. Additionally, quotes will be shared at the April meeting regarding construction of an area designed for routine preservation of library materials.  
Donohue left at 4:57
- 3.3 MONTHLY STATISTICS Stats were presented and found to be in good order.

### 4. LIAISON REPORTS

- 4.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN. Quinn reported in Mannchen’s absence. She noted that Jennifer Chamberlain has been hired as the Monarch Director. She will be reviewing staff positions and will be discussing proposed budget cuts.
- 4.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Mehn reported on the Foundation meeting the day prior. She discussed the continuation of two large projects: the Author talk on April 22, and the Mini Golf event on August 21 & 22.
- 4.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn submitted her report, which was found to be in good order. DeAmico reported on the addition of the Treasurer Liaison position to the Friends bylaws. Quinn requested a video clip of the Lil’ Rev program upcoming for the Friends.

### 5. UPCOMING MEETINGS

- 5.1 LIBRARY BOARD OF TRUSTEES – DOES NOT MEET IN MARCH 2020
- 5.2 LIBRARY BOARD OF TRUSTEES (4/23/20 @ 3:45PM)
- 5.3 BOARD OF TRUSTEES FINANCE COMMITTEE MEETING (4/23/20 @ 3:00PM)

### 6. ADJOURN

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

Being no further business the meeting adjourned at 5:17 p.m.  
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