

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
May 23, 2019

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, May 23, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Meg Albrinck, Alderperson Mary Lynne Donohue, Marcos Guevara, Nancy Mannchen, John Motiska, Sherry Speth and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Community Resource Specialist Dawn Klister, Communications Specialist Josh Lintereur, Public Services Manager Melissa Prentice and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Chris Campe. Members of the public present: Bernard Markevitch, Mayor Mike Vandersteen, Alderman Ryan Sorensen, Dolcye Johnson and Sharon Quicker.

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:46 p.m. She determined there was a quorum present.
- 1.2 WELCOME TO NEW LIBRARY TRUSTEES Quinn welcomed Marcos Guevara, John Motiska and Sherry Speth
- 1.3 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.4 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). Bernard Markevitch spoke regarding recent incidents here at the library. He expressed his support for the library and willingness to be an ambassador of the library in the community.
- 1.5 APPROVAL OF MINUTES. Whelton **moved** to approve the minutes from the April 25, 2019 meeting, Norman **seconded** the motion. The motion **passed.**
- 1.6 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that in honor of Memorial Day, Mead will be closed on Sunday, May 27th and Monday, May 28th.
- 1.7 ADOPT RESOLUTION IN HONOR OF THE SERVICE OF DOLCYE JOHNSON AS MEAD PUBLIC LIBRARY TRUSTEE. Whelton **moved** to approve the resolution in honor of the service of Dolcye Johnson; Donohue **seconded** the motion. The motion **passed.**

2. COMMITTEE REPORTS:

- 2.1 STRATEGIC PLAN COMMITTEE – MAEVE QUINN, CHAIR. REPORT OF MEETINGS ON 4/10/19 & 4/16/19. Quinn reported on the progress the committee was making. The group continues to flesh out the strategic goals and has made great strides in the process.
- 2.2 HR COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 5/14/19 MEETING Norman reported that there had been discussion on several items that would be coming up for possible action under item 3.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

3.1 DISCUSSION OF LIBRARY SECURITY Erickson reported on the timeline associated with several incidences that had transpired at Mead:

On Friday, May 3rd around 5 p.m. Erickson received a phone call from Mead stating that there had been a person found unresponsive in the men's restroom. Staff had been completing closing rounds when he was discovered. Dawn Klister and Dann Claudon got involved upon discovery to unlock the door and secure the building. Paramedics and police were called to the scene where the man was declared deceased. In review of the camera footage, Klister discovered the man had entered the foyer at 3:39 p.m. and had gone straight into the bathroom, never entering the library. In the days following, Erickson worked closely with Quinn, Klister and Josh Lintereur to field questions from the public. The Sheboygan Police Department released a press statement about this incident on Wednesday, May 8th.

The following week, on Tuesday, May 14th, a woman entered the library and proceeded to ask Klister to call her an ambulance. Klister questioned the woman to find out the medical need for an ambulance. The woman indicated she had smoked meth the night before, and was now not feeling good. The ambulance was called and arrived and the woman was taken to the hospital. The Sheboygan Scanner published the call, and from that report WHBL news radio station created and published a story to their website. The story's title and story were inaccurate, but Mead's reputation was damaged regardless. Erickson and Lintereur tried contacting the station several times and ways, but received no response. Erickson finally went to the radio station and spoke with the manager who took the article down right away. From there, Erickson, Klister and Lintereur worked to write a statement to the community about how the library was responding to the incidents, which was published on May 16th.

After Erickson had relayed the facts to the board, he and Klister spoke on some of the measures they have implemented, as well as opened up the discussion for suggestions and ideas. Whelton noted that there was a direct link between addiction and poverty, as was published in a study by the League of Women Voters. It was noted that there had been at least 4 other deaths of this nature in the last 6 weeks in Sheboygan. The group discussed Narcan use, and the adverse effects it could have. They also discussed the plaza renovation and the updated camera system as an aid to the safety issues, as well as the willingness of staff to work towards needed programming associated. Mayor Mike Vandersteen spoke regarding how the opioid problem has affected our community, indicating that a task force had been called together to help work towards resolution. 5:03 p.m. At this point in the meeting, Whelton left.

3.2 TABLE OF ORGANIZATION Erickson reported on the TO structure, noting a retirement affecting a group of employees. HR Committee had met and recommended an updated version. Albrinck **moved** to approve the Table of Organization as presented. Donohue **seconded**. The motion **passed**.

- 3.3 JOB DESCRIPTIONS Erickson reported that due to retirements and the restructuring of the TO, the HR Committee had met and the Business Manager, Support Services Manager and Public Services Manager job descriptions were updated with changes to education requirements. Norman **moved** to approve the updated descriptions as presented. Albrinck **seconded**. The motion **passed**.

4. DIRECTORS REPORT

- 4.1 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead: Comic Con had brought in about 300 people, with upcoming programs including the Summer Library Program kickoff on May 20th, the Mini Maker Faire on June 15th, Tom Pease on June 20th and ZooZort on June 25th. She warned that due to the incidents in May, that the numbers will be noticeably down.
- 4.2 UPDATE ON OUTSIDE/BUILDING PROJECTS Kallas reported on all the projects around the library: Sump pump is in, cooling towers are now functional, 2nd floor has new computer stations that are being put together, carpet for 2nd floor is ordered and the hope is to install in July. The teen center wall is up and there is a quote out to wall off the makerspace all together. In addition, there have been some lighting updates as well as some drywall repair on the north emergency staircase.
- 4.3 MONTHLY STATISTICS Erickson reviewed the April statistics and they were found to be in good order.

5. ELECTION OF OFFICERS

- 5.1 NOMINATIONS FROM THE FLOOR AND ELECTION OF OFFICERS FOR 2019-2020 (CLOSED BALLOT PERMITTED) – PRESIDENT – VICE PRESIDENT Donohue **moved** to nominate Quinn for President. Norman **seconded**. The motion unanimously **passed**. Donohue **moved** to close the nominations for President. Guevara **seconded**. The motion unanimously **passed**. Quinn **moved** to nominate Norman for Vice President. Speth **seconded**. The motion unanimously **passed**. Donohue **moved** to close the nominations for Vice President. Guevara **seconded**. The motion unanimously **passed**. Norman then **moved** for the elections to be closed with a unanimous ballot. Albrinck **seconded**. The motion **passed**.
- 5.2 REMARKS FROM OUTGOING AND INCOMING OFFICERS In the essence of time, there were no remarks.
- 5.3 ADOPT SCHEDULE OF MEETINGS FOR 2019-2020 Albrinck **moved** to adopt the proposed 2019 meeting schedule. Donohue **seconded**. The motion **passed**. 2020 schedule is tabled until next month as it was not attached.
- 5.4 APPOINT FINANCE OFFICER FOR 2019-2020 – PRESIDENT Quinn appointed Kyle Whelton as the finance officer for the 2019-2020 term.
- 5.5 CONFIRM/PROPOSE ONE BUT NO MORE THAN TWO TRUSTEES FOR CONTINUED SERVICE/ELECTION AS DIRECTORS OF THE MEAD PUBLIC LIBRARY FOUNDATION – PRESIDENT Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.

- 5.6 CONFIRM/PROPOSE TRUSTEE TO SERVE ON/FOR APPOINTMENT TO THE MOARCH BOARD – PRESIDENT Quinn appointed Mannchen to serve on the Monarch board as a liaison for Mead.
- 5.7 APPOINT STANDING COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Changes as noted on revised committee’s sheet.
- 5.8 APPOINT AD HOC COMMITTEE CHAIRS AND MEMBERS AS SET FORTH IN THE BYLAWS – PRESIDENT Changes as noted on revised committee’s sheet.

6. LIAISON REPORTS

- 6.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN. Mannchen reported on the Monarch library system. The system met May 9th. The meeting included information on Jennifer Chamberlain, the interim director, who will start June 1st. The audit also had been presented and accepted. The system has declared that they are in favor of author David Sheff coming in for a talk. Lastly, there will be a trustee event on October 24th in West Bend. The event speaker will be Justice Annette Kingsland Ziegler.
- 6.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Quinn reported on the Foundation meeting of May 22. She noted that the Foundation was really trying to ramp up their development efforts.
- 6.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Friends May meeting included the election of officers: Joan King-President, Petra Boldt-Vice President, and Marge Giesen-Treasurer/Secretary.

7. UPCOMING MEETINGS

- 7.1 LIBRARY BOARD FINANCE COMMITTEE: (6/27/19 @ 3:00PM)
- 7.2 LIBRARY BOARD OF TRUSTEES (6/27/19 @ 3:45PM)

8. ADJOURN

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

Being no further business the meeting adjourned at 5:31 p.m.
Generated by Sydney Mehn on Wednesday, May 29, 2019.

**Mead Public Library
Board of Trustees
Schedule of Meetings**

2019

January 24	July 25
February 28	NO AUGUST MEETING
NO MARCH MEETING	September 26
April 25	October 24
May 23	November 21*
June 27	NO DECEMBER MEETING

Meetings are held at 3:45pm on the 4th Thursday of each month (except where noted) in The Loft.

*Denotes a 3rd Thursday

Approved 02/28/2019
Updated 04/30/2019

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Board of Trustees
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2020

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February 27	NO AUGUST MEETING
NO MARCH MEETING	September 24
April 23	October 22
May 28	November 19*
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**Mead Public Library
Board of Trustees Finance Committee
Schedule of Meetings**

2019

September 26, 2019

2020

January 23, 2020

April 23, 2020

July 23, 2020

November 19, 2020

Meetings are held at 3:00 p.m. on the 4th Thursday every 3 months (Quarter) or as needed in The Loft.

*Denotes a 3rd Thursday

2020-2022

Our Mission: What we do

We connect people with ideas, resources and technology to educate, entertain and empower.

Our Vision: Where we are headed

We aspire to create a vibrant, informed and cohesive community.

Our Values: What we believe

Service

We hold ourselves to the highest standards and deliver exceptional experiences.

Inclusiveness

We welcome and serve everyone.

Innovation

We embrace Mead's role as a community leader and empower staff to adapt to emerging needs.

Enrichment

We provide resources and experiences that cultivate curiosity, discovery and lifelong learning.

Our Goals: How we get there

- **Lifelong Education**
We provide public education for all that is social, interest-driven, experiential and timely so that individuals can learn, grow and make a difference in their community.
 - Foster a culture of reading for all ages
 - Promote financial, civic, information, health, and digital literacy
 - Partner with educators to ensure student success
 - Provide opportunities for social and cultural enrichment

- **Community Hub** – We see the library as a community hub that connects people and offers a safe and welcoming place to relax, socialize and pursue personal enrichment.
 - Create safe, welcoming and vibrant spaces.
 - Engage underserved audiences and reflect the diversity of our community.
 - Support positive community conversations and civic engagement
 - Develop easily accessible places for people to meet, study and learn

- **Leadership**
We act as a catalyst for community enhancement and a key partner in efforts that improve quality of life.
 - Increase staff engagement in the community
 - Embrace innovation and risk-taking
 - Serve as a key partner and advocate for literacy and critical community issues

- Collaborate with businesses, nonprofits, educators and other community partners

Type	Name	May 2018	May 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
Circulation Transactions	Adult Materials	29041	27869	-4%	156170	144143	-8%
	Teen Materials	1000	1015	2%	5610	5224	-7%
	Children's Materials	13199	12984	-2%	72972	71220	-2%
	Total Adult/Teen/Children's Materials	43240	41868	-3%	234752	220587	-6%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	4795	5185	8%	26903	27179	1%
	Items received for Mead patrons from other libraries	4822	6112	27%	26365	30913	17%
	Total Interlibrary Loans (Transits)	9617	11297	17%	53268	58092	9%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	4871	6694	37%	24023	31347	30%
	Music (Hoopla)	120	182	52%	579	925	60%
	Video (Hoopla, Kanopy)	209	794	280%	1243	4361	251%
	Magazines (RB Digital)	111	191	72%	562	672	20%
	Total E-Content Checkouts	5311	7861	48%	26407	37305	41%
Library Visits	Gate count	24196	20556	-15%	126970	113646	-10%
Research Inquiries	Research Inquiries	1747	2494	43%	11014	14858	35%
Internet Usage Provided	Library Workstation Sessions	3874	3492	-10%	20719	19626	-5%
	Wireless Sessions	14337	13993	-2%	71193	65074	-9%
Number of Library Card Holders	Sheboygan Residents				23332	33108	42%
	Non-Sheboygan Residents				9198	9133	-1%
	Total Number of Library Card Holders				32530	42241	30%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	37	40	8%	345	356	3%
	Children (0-11) Participants	1289	1334	3%	10960	9543	-13%
	Teen (12-18) Quantity	2	0	-100%	23	22	-4%
	Teen (12-18) Participants	95	0	-100%	691	649	-6%
	Adult (18+) Quantity	32	29	-9%	210	230	10%
	Adult (18+) Participants	854	649	-24%	4321	4606	7%
	Total number of Classes, Seminars, Workshops, Events	71	69	-3%	578	608	5%
	Total number of Participants	2238	1983	-11%	15972	14798	-7%
Conference Room Utilization	Rocca Meeting Room	34%	30%	-4%	36%	32%	-4%
	Loft Meeting Room	31%	27%	-4%	33%	32%	0%
	2nd Floor Small Meeting Room	40%	19%	-21%	33%	32%	-2%
Study Rooms Utilization	Study Rooms Hours Used	379	465	23%	2149	2374	10%
	Percent Utilization	28%	31%	3%	31%	33%	2%
Volunteer Hours	Volunteer Hours	415	513.49	24%	2572.25	3066.33	19%

Friends of the Mead Public Library Meeting Report-6/19/19

- Friends are looking into doing a 50-50-50 fundraiser for a specific item as requested by Mead. Wishlist to be consulted.
- Also looking to do a “Pi Day” fundraiser/bake sale on March 14 of 2020. Other fundraising ideas were discussed, including bake sale during voting.
- Research is being conducted into a digital payment system for the friends such as square or paypal.
- Friends will be participating in the Night Market on August 16, and will be doing giveaways in addition to sales of branded merchandise.