

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

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**March 21, 2019**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 21, 2019 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Vice-President Kathie Norman, Financial Officer Dolcye Johnson, Alderperson Mary Lynne Donohue, Chris Campe and Kyle Whelton. Staff members present: Director Garrett Erickson, Business Manager Debbie DeAmico, Support Services Manager Diane Kallas, Public Services Manager Melissa Prentice. and Administrative Assistant Sydney Mehn. Board of Trustees members absent: Meg Albrinck and Nancy Mannchen.

**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 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. Johnson **moved** to approve the minutes from the February 28, 2019 meeting, Whelton **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported that Alderperson Rosemarie Trester had resigned and that there would be a vote on Tuesday for a new Alder. Quinn also reported that there will be a Dark Store Referendum Presentation at Mead on the following Wednesday.

**2. COMMITTEE REPORTS:**

- 2.1 FINANCE COMMITTEE – DOLCYE JOHNSON, CHAIR. REPORT OF 3/21/19 MEETING. Johnson reported on the Mead Public Library Finance committee meeting. The accounts payables were reviewed and determined to be in good order. The Y-T-D budget and 2018 end of year budget were not available to view as DeAmico had not received all the information she needed from the city.
- 2.2 FINANCE REPORT. 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS) 2). RECEIVE MONTHLY 2018 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED – DOLCYE JOHNSON. Johnson **moved** to approve payment of expenditures including payroll and recurring expenses, gifts and special revenues. Donohue **seconded** the motion. The motion **passed**.
- 2.3 STRATEGIC PLAN COMMITTEE – MAEVE QUINN, CHAIR. REPORT OF MEETINGS ON 3/6/19 & 3/19/19. Quinn reported on the progress the committee was making. The group has decided on core values for the strategic plan, which will be the pillars of the rest of the plan.

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

#### 4. DIRECTORS REPORT

- 4.1 UPDATE ON CURRENT PROJECTS Kallas reported on the current projects. The 2<sup>nd</sup> floor and staircase carpet bids are back and the final accepted bid will cover both the 2<sup>nd</sup> floor and the staircase. New water bubblers are set to be installed on Friday April 12<sup>th</sup>. New security cameras are being installed. A question arose about having cameras in the parking lot? Garrett will contact Transit to look into this. The other new cameras will have wider angles. The IT room plans are currently being worked on. New computer tables for the 2<sup>nd</sup> floor will be going in once the carpet is completed. The roof quotes came in higher than expected, however are necessary. The fireplace inserts will be quoted out soon. We are waiting on a sump pump still for the elevator shaft. Lastly, the plaza project work will begin in a few weeks, with completion expected within 70 days.
- 4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead: WinterGreen on March 16<sup>th</sup> brought in between 300-500 people, Spring break programs were going to be STEAM themed, and Money Smart Week is upcoming which partners ALA and the Federal Reserve Bank.
- 4.3 MONTHLY STATISTICS Erickson reviewed the February statistics and they were found to be in good order. He noted higher e-content stats.

#### 5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN. Norman reported in Mannchen's absence. The system had two board members who are serving as interim director in Birtell's absence. They will be hiring an interim director soon.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN/KATHIE NORMAN. Quinn reported that the Foundation had not met yet for March, however the current projects included the Spring mailing, local Foundation ask letters and the mini golf fundraising event for 2020.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – SYDNY MEHN. Mehn reported that the Friends bookkeeping will now be handled by DeAmico and Marge Giesen (Friends secretary). Mehn further reported on the potential board candidates for the April annual meeting, and lastly reported on the annual gift of reading campaign.

#### 6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD FINANCE COMMITTEE: (5/23/19 @ 3:00PM)
- 6.2 LIBRARY BOARD OF TRUSTEES (4/25/19 @ 3:45PM)

#### 7. ADJOURN

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

Being no further business the meeting adjourned at 4:30 p.m.  
Generated by Sydney Mehn on Monday, April 08, 2019.

**Minutes**  
**Mead Public Library Board**  
**Strategic Planning Committee**  
**Tuesday, April 16, 2019**

The meeting of the Mead Public Library (MPL) Strategic Planning Committee was held on Tuesday, April 16, 2019, in The Loft. Present Committee Members: MPL Board President Maeve Quinn, Vice President Kathie Norman, Finance Officer Dolcye Johnson and SASD Liaison Chris Campe. Staff members present: Director Garrett Erickson (acting chair), Public Services Manager Melissa Prentice, Chase DeVrou, Gregg Herr, Samantha Leber, Josh Lintereur, Alison Loewen, Carol Munroe and Administrative Assistant Sydney Mehn. Absent Committee Members: Support Services Manager Diane Kallas and Anneliese Finke.

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:05 p.m. and determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES. Johnson **moved** to approve the minutes from the 4/10/19 meeting. Norman **seconded**. The motion **passed**.

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

- 2.1 UPDATE TO LIBRARY STRATEGIC PLAN. The conversation began with the distribution of what we have come up with thus far:

**Our Values: What we believe.**

- Service: We hold ourselves to the highest standards and deliver exceptional experiences.
- Inclusiveness: We welcome and serve everyone.
- Leadership: We embrace Mead's role as an innovative community leader and empower staff to adapt to emerging needs.
- Enrichment: We provide resources and experiences that cultivate curiosity, discovery and lifelong learning.

**Our Mission: What we do.**

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

**Our Vision: How we see the future/Where we are headed.**

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

Finally, the group began working on the strategic plan. For this, we again began by discussing words for how to accomplish our vision. The final choices were:

- Place/Hub
- Community partnerships/Leadership
- Lifelong education

Other words/phrases that were used included:

- Family oriented
- Welcoming
- Innovative programming
- Unique
- Virtual libraries/Digital learning
- Safe/Clean
- Early childhood involvement = informed community
- Genealogy/Roots discovery
- Job skills

For the next meeting, the group is tasked with thinking of how to best roll this information out to staff. In addition, the Board is interested in hearing staff's "pipe dreams".

**3. UPCOMING MEETINGS**

3.1 SET DATE AND TIME FOR NEXT MEETING. To be determined.

**4. ADJOURN**

4.1 ADJOURN. Being no further business, the meeting adjourned at 4:13 p.m.

Generated by Sydney Mehn on April 17, 2019.

**Minutes**  
**Mead Public Library Board**  
**Strategic Planning Committee**  
**Wednesday, April 10, 2019**

The meeting of the Mead Public Library (MPL) Strategic Planning Committee was held on Wednesday, April 10, 2019, in The Loft. Present Committee Members: MPL Board President Maeve Quinn, Vice President Kathie Norman, Finance Officer Dolcye Johnson and SASD Liaison Chris Campe. Staff members present: Director Garrett Erickson (acting chair), Public Services Manager Melissa Prentice, Chase DeVrou, Anneliese Finke, Gregg Herr, Samantha Leber, Josh Lintereur, Alison Loewen, Carol Munroe and Administrative Assistant Sydney Mehn. Absent Committee Members: Support Services Manager Diane Kallas

**1. OPENING OF MEETING:**

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:02 p.m. and determined there was a quorum present.
- 1.2 APPROVAL OF MINUTES. Campe **moved** to approve the minutes from the 3/6/19 meeting and the 3/19/19 meeting. Quinn **seconded**. Johnson **abstained**. The motion **passed**.

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

- 2.1 UPDATE TO LIBRARY STRATEGIC PLAN Erickson began the conversation by distributing what DeVrou, Finke and Lintereur had come up with for the values wording. The group settled on the following:
  - Enrichment: We connect people with resources that cultivate curiosity, discovery and lifelong learning.
  - Leadership: We embrace Mead's role as an innovative community leader and empower staff to adapt to emerging needs.
  - Service: We hold ourselves to the highest standards and deliver exceptional experiences.
  - Inclusiveness: We welcome and serve everyone.

Next, the group worked on wording the mission statement. The final version was:

- Connects the community with ideas, resources, and technology to educate, entertain, and empower.

Finally, the group began working on the vision statement by writing down relevant words. The words that were brought up were:

- |                             |                  |
|-----------------------------|------------------|
| • Community                 | • Sheboygan area |
| • anchor/anchor institution | • Cohesive       |
| • Heart of community        | • Informed       |
| • Hub                       | • Innovative     |
| • Vibrant                   | • Imagination    |
| • Family oriented           | • Aspire to be   |
| • Welcoming place           | • Relevant       |
| • Recognized leader         | • Engage(s)      |
| • Respected voice           |                  |

For the next meeting, the group is tasked with thinking of ideas of what Mead's desired future state should be. This will help with wording the vision statement.

**3. UPCOMING MEETINGS**

- 3.1 SET DATE AND TIME FOR NEXT MEETING To be determined.

**4. ADJOURN**

4.1 ADJOURN Being no further business, the meeting adjourned at 3:50 p.m.

Generated by Sydney Mehn on April 12, 2019.

Title: <b>Food and Beverage</b> Chapter: <b>Services</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>10.17</b> Original Effective Date: <b>10/27/16</b> Date of Last Revision:
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## **Food and Beverage Policy**

Covered drinks are allowed in all areas of the library; food is allowed everywhere except in the following designated areas

- Quiet Study Room on the 2nd floor
- ~~Imaginarium (Makerspace) on the 2nd floor~~
- Children's Library on the 3rd floor

In the event that equipment or materials are damaged because of food or drink, customers may be subject to repair or replacement charges. If the food or drink being consumed is disturbing other customers because of mess or odor, staff will ask the customer to take their food or drink out of the Library. Customers are expected to clean up after themselves and immediately report accidents to staff. Group meals and food delivery are not allowed in public areas except for prearranged and approved meetings in public meeting spaces.

Title: <b>Code of Conduct</b> Chapter: <b>Miscellaneous</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>14.01</b> Original Effective Date: Date of Last Revision: <b>2/26/15</b>
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## **Code of Conduct**

In keeping with its mission to enrich, educate, connect, create, and inspire, the Mead Public Library is committed to providing excellent customer service in a safe and inviting atmosphere conducive to the use of the library spaces and resources. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

**The following behaviors and activities are examples of conduct not allowed on Library property:**

- All illegal activities
- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library **materials, equipment, and property**
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly manner
- Panhandling or soliciting
- Sleeping
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Smoking or use of electronic smoking devices in the library building and within 25 ft. of the main entrance outside the building
- Loitering or interfering with free passage
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Violating computer use policies
- Bringing animals into the library except for persons with disabilities as defined by the ADA Act
- Refusing to provide library card or other identification to library staff or security guards when requested
- Leaving children under the age of 10 unattended by a responsible person
- Trespassing on library property during a banning period.

Members of the public shall not enter the building unless fully clothed including, but not limited to, a shirt or other covering of their upper bodies and shoes or other footwear. Persons whose bodily hygiene is so lacking as to constitute a nuisance or health hazard to other members of the public or to the staff create an impediment to the use and/or the provision of Library services and so shall be required to leave the building.

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Mead Public Library Code of Conduct may also result in a formal banning from Mead Public Library and/or criminal prosecution.

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*"David Sheff knows addiction as no parent would ever want. Through it all, he's tapped into a unique ability to convey the pain, wisdom and love that he's experienced through many turbulent years with his son Nic. As a journalist, father and clear-eyed chronicler of addiction, David is without peer."*

— Sanjay Gupta, MD  
Chief Medical Correspondent, CNN

### Author's Biography

David Sheff is the author of *Beautiful Boy: A Father's Journey Through His Son's Addiction*, a number-one *New York Times* bestseller. The book was based on his article, "My Addicted Son," which appeared in the *New York Times Magazine* and won a special award from the American Psychological Association for "outstanding contribution to the understanding of addiction." *Beautiful Boy*, published in a dozen languages, was named the year's Best Nonfiction Book by *Entertainment Weekly*, an Amazon "Best Books of 2008," and it won first place in the Barnes and Noble Discover Award in nonfiction. In 2009, David was named to the Time 100, *Time Magazine's* list of the World's Most Influential People. A feature film adaptation of "Beautiful Boy," produced by Amazon Studios and Plan B Entertainment and starring Steve Carell and Timothee Chalamet, was released in the U.S. in October 2018 and internationally in February 2019.

David followed *Beautiful Boy* with *Clean: Overcoming Addiction and Ending America's Greatest Tragedy*, also a *New York Times* bestseller. *Clean* was the result of the years David spent investigating the disease of addiction and America's drug problem, which he sees as the greatest public health challenge of our time. The Partnership for Drug-free Kids honored him with a Special Tribute Award "in recognition of his voice and leadership for families who are struggling with addiction." He was also awarded the College of Problems on Drug Dependence (CPDD) Media Award, American College of Neuropsychopharmacology (ACNP) Media Award, and American Society of Addiction Medicine (ASAM) Media Award "to recognize his compelling portrayal of addiction and its personal effects on families and society as a whole."

David also contributed to HBO's *Addiction: Why Can't They Just Stop*. Along with *The New York Times Magazine*, he has written for *The New York Times*, *Wired*, *Rolling Stone*, *Outside*, *The Los Angeles Times Magazine*, *Playboy*, *Esquire* and *Observer Magazine* in England, *Foreign Literature* in Russia, and *Playboy (Shueisha)* in Japan. He has conducted seminal interviews with John Lennon and Yoko Ono, artist and dissident Ai Weiwei, Steve Jobs, Ansel Adams, nuclear physicist Ted Taylor, Congressman Barney Frank, Tom Hanks, Betty Friedan, Keith Haring, Jack Nicholson, Carl Sagan, Salman Rushdie, Fareed Zakaria, and others. He also wrote an award-winning documentary about John Steinbeck's *The Grapes of Wrath*, and a radio special about Harper Lee's *To Kill a Mockingbird*, both for National Public Radio.

David's other books include *Game Over*, called "the bible of the videogame industry" by *The Wall Street Journal*, and "beguiling" and "irresistible. . . almost as hypnotic as a successful video game" by *The New York Times*. Author Gore Vidal said that *China Dawn*, David's book about the Internet revolution in China, is a "fascinating...study of go-getting businessmen in a revived China bound to shape our future." *All We Are Saying*, based on David's interviews with John Lennon and Yoko Ono in 1980, was a Literary Guild Selection book. Charles Champlin, Arts Editor of the *Los Angeles Times*, wrote: "David Sheff's sympathetic questions evoked so much of the Beatle past and of Lennon's intellectual past and present and future plans that the interview would hardly have been less engrossing and important even if it were not illuminated by tragedy."

He graduated from the University of California, Berkeley. David lives with his family in Northern California.

## **DAVID SHEFF**

Bestselling Author & Advocate on US Drug  
Crisis, Prevention & Treatment of Addiction

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***“David Sheff knows addiction as no parent would ever want. Through it all, he’s tapped into a unique ability to convey the pain, wisdom and love that he’s experienced through many turbulent years with his son Nic. As a journalist, father and clear-eyed chronicler of addiction, David is without peer.”***

– Sanjay Gupta, MD  
Chief Medical Correspondent, CNN

***“David Sheff wrote a book in 2008 that became a kind of landmark. Beautiful Boy, a painful, personal story of the battle he tried to fight with and alongside his son, Nic, who was addicted to methamphetamines. The book became an international best-seller and made David Sheff one of the country’s most prominent voices on addiction — not as a doctor, an addict or an academic expert, but as a father. Sheff has continued to try to figure out a road that can lead out of addiction, and he presents that route in his new book, Clean: Overcoming Addiction and Ending America’s Greatest Tragedy.”***

– Scott Simon, Weekend Edition  
National Public Radio

***“David Sheff is a skilled journalist on an urgent mission. He prevailed over the anger and hopelessness he felt at his son’s affliction by calling upon great reserves of love and discipline to investigate what might help — first as a father and then, in this book, as a reporter and an advocate. His forbearance and clearheadedness could serve as an example for America as it confronts its drug problem. He has performed a vital service by compiling sensible advice on a subject for which sensible advice is in short supply.”***

– New York Times Book Review

Type	Name	March 2018	March 2019	Monthly 2018 vs 2019	Year-to-date 2018	Year-to-date 2019	YTD 2018 vs 2019
<b>Circulation Transactions</b>	Adult Materials	32571	29812	-8%	95644	86843	-9%
	Teen Materials	1251	1152	-8%	3543	3045	-14%
	Children's Materials	16162	16876	4%	45116	43938	-3%
	Total Adult/Teen/Children's Materials	49984	47840	-4%	144303	133826	-7%
<b>Materials Shared With Other Libraries</b>	Items provided to other libraries from Mead	5451	5073	-7%	16792	16533	-2%
	Items received for Mead patrons from other libraries	5692	5896	4%	16075	18495	15%
	Total Interlibrary Loans (Transits)	11143	10969	-2%	32867	35028	7%
<b>E-Content Checkouts</b>	Books and audiobooks (Libby, Hoopla, RB Digital)	4942	6490	31%	14301	18717	31%
	Music (Hoopla)	133	159	20%	337	581	72%
	Video (Hoopla, Kanopy)	289	973	237%	841	2841	238%
	Magazines (RB Digital)	117	175	50%	337	399	18%
	Total E-Content Checkouts	5481	7797	42%	15816	22538	43%
<b>Library Visits</b>	Gate count	32548	24669	-24%	78789	69971	-11%
<b>Research Inquiries</b>	Research Inquiries	2366	3482	47%	7302	9445	29%
<b>Internet Usage Provided</b>	Library Workstation Sessions	4588	4315	-6%	12631	12318	-2%
	Wireless Sessions	15084	13644	-10%	41955	37812	-10%
<b>Number of Library Card Holders</b>	Sheboygan Residents				23572	#N/A	#N/A
	Non-Sheboygan Residents				9298	#N/A	#N/A
	Total Number of Library Card Holders				32870	#N/A	#N/A
<b>Classes, Seminars, Workshops, Events</b>	Children (0-11) Quantity	61	58	-5%	178	179	1%
	Children (0-11) Participants	2227	1428	-36%	5078	4402	-13%
	Teen (12-18) Quantity	7	10	43%	16	18	13%
	Teen (12-18) Participants	147	264	80%	374	511	37%
	Adult (18+) Quantity	41	46	12%	119	138	16%
	Adult (18+) Participants	1120	1196	7%	2110	2304	9%
	Total number of Classes, Seminars, Workshops, Events	109	114	5%	313	335	7%
	Total number of Participants	3494	2888	-17%	7562	7217	-5%
<b>Conference Room Utilization</b>	Rocca Meeting Room	38%	38%	0%	37%	32%	-5%
	Loft Meeting Room	38%	30%	-8%	30%	32%	2%
	2nd Floor Small Meeting Room	30%	35%	4%	29%	37%	8%
<b>Study Rooms Utilization</b>	Study Rooms Hours Used	505	450.5	-11%	1364	1446.5	6%
	Percent Utilization	35%	33%	-2%	33%	34%	2%
<b>Volunteer Hours</b>	Volunteer Hours	686.06	1055.13	54%	1422.75	2035.25	43%

### **Friends of the Mead Public Library Meeting Report-4/17/19**

- The annual meeting was a great success, with just over 40 in attendance. Garrett Erickson provided a library projects update and Sam Gappmeyer presented on the new John Michael Kohler Arts Preserve.
- Elections were held and the following members were elected:
  - Mary Mitch (incumbent)
  - Cheryl Shoenenberger (incumbent)
  - Sandy Loth
  - Petra Boldt
  - Hayley Shirk
- Officer positions will be voted on at the May meeting