

*****ATTACHMENTS*****

Minutes
Mead Public Library Board
Bylaws Committee
Thursday, February 5, 2015

Present: Kathie Norman, Chair, Maeve Quinn, Dolcye Johnson, and Henry Nelson. Staff: Garrett Erickson and Debbie DeAmico

Norman called the Library Bylaws Committee meeting to order at 3:34 pm. Norman determined there was a quorum present.

Approval of the November 14, 2014 Bylaws Committee minutes. Johnson **moved** to approve the Bylaws Committee minutes for the November 14, 2014 meeting; Quinn **seconded** motion. The motion **passed**.

2.1 Discussion and possible action on Approving Library Board Bylaws Document. Norman incorporated all of the changes since the last Bylaws Committee meeting and presented the final document for review. Questions from committee members were in regards to Article II – Section 2 regarding the Sheboygan County Board of Supervisors appointment of a person to serve on the Library Board of Trustees. After discussion it was decided that Article II – Section 2 was correctly worded. In Article VI – Duties of the Board of Trustees section 3 & 4 are new additions to the Bylaws. Quinn mentioned that Article VI is very important for future Board members so they can clearly see what the duties are of the Board of Trustees without having to go to the State Statues and read them.

A **motion** was made by Nelson to recommend to the Board of Trustees to accept and adopt the revised Bylaws document. Johnson **seconded** the motion. The motion **passed**.

2.2 Discussion and possible action to Approve Updated Code of Conduct Policy. Erickson lead the discussion explaining the new copy of the Code of Conduct policy would be more general and easier to read and understand. Johnson asked how the policy would be formatted. Erickson responding that he would ask Helene Capizzi for suggestions to make the document simple to read and understand. Norman stated that the staff should have the discretion to make a determination in regards to the items in the Code of Conduct policy. After reviewing the new Code of Conduct policy suggested changes were made as follows:

- The following behaviors and activities are examples of conduct **NOT ALLOWED** on Library property:
- Smoking or use of electronic smoking devise **in the Library building and within 25 ft. from the Library's main entrance**
- Bringing **animals in the building except for persons with disabilities as defined in the ADA rules**
- Leaving children under the age of 10 unattended

The following paragraph from the “Code of Conduct – Rev. 3/24/2011” will be inserted after the bullet points in the revised “Code of Conduct”:

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 creating an impediment to the use and/or the provision of Library services shall be required to leave the building.

A **motion** was made by Nelson to recommend to the Board of Trustees to approve and adopt the updated Code of Conduct policy with the changes. Johnson **seconded** the motion. The motion **passed**.

2.3 Discussion of Process for Approving and Posting Employee Benefit Information and 2.4

Discussion of Process for Posting Library Operations Policies. Erickson led the discussion about how to best align benefit policies with the City. Norman stated the board is not obligated to follow the City, but in the case of the \$1,200.00 health insurance opt-out option it would make sense to follow the City's policy. Nelson felt the library policy changes should be sent out each year in an updated bulletin and have the employees sign off that they have read and understand the policy changes. DeAmico mentioned that the minutes of all of the committee and board meetings are sent out to the entire staff at MPL each month and new policies are posted on our MPL website. Erickson responded that Pat Mueller also sends out a summary of all of the meetings pointing out any changes to policies or benefits that have been voted on during the Board of Trustees meetings.

Erickson displayed the MPL website, and he showed the Bylaws Committee the Library Intranet which is hard to read, but all of the information that employees need is listed. Erickson then showed the committee some other library websites. Both Erickson and Norman mentioned the need to redesign our MPL website, and felt that a hyperlink would work well for staff and public to gain access to view documents, policies, rules, etc. as opposed to long PDF documents. Quinn mentioned that all of the staff should receive an email when any changes are made and provide them the link where they can go to read and/or view documents that have been changed. It was suggested by the committee as a whole that "Operations Policies" should be open to the public and library staff, and the personnel policy changes or updated benefits should remain on the library Intranet so that only the staff can view personnel and benefit changes. Quinn stated that she would like to see operational policies brought to the Bylaws Committee for review before presenting to the Board of Trustees.

The Committee discussed the need for future meetings and decided it should meet quarterly unless a meeting is needed sooner.

3.1 Future Mead Public Library – Bylaws Agenda Items

- Continuation of policy review
- Employee Handbook review

3.2 Next meeting time, date, and location. To be announced at a later date.

4.1 Motion to Adjourn: Motion was made by Nelson to adjourn the meeting, Johnson seconded the motion. The motion passed. Norman adjourned the meeting at 4:36 p.m.

Erickson, Garrett

Subject: FW: translations

-----Original Message-----

From: Capizzi, Helene

Sent: Friday, February 26, 2016 11:10 AM

To: Erickson, Garrett <garrett.erickson@meadpl.org>

Subject: translations

Garrett,

Could we get back to the discussion about having our policies and/or brochures translated?

I think we were going to discuss what needed to be translated and into what languages (Spanish, Hmong)? Maybe we don't need to do translations at all, but then I think we should at least remove the obsolete Spanish versions.

Thank you.

Helene

Title: **Gifts Policy**
Chapter: **Budget and Finance**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **13.05**
Original Effective Date:
Date of Last Revision: **11/24/2014**

Gifts Policy

Within the provision of the state laws, the Library Board adopts the following policies:

Mead Public Library (the "Library") is pleased to accept gifts and donations. Gifts and donations may be accepted by the Director, a member of the administrative staff, or the Library Board, provided that they are in accord with the criteria set forth in this policy.

Books and other Periodical Materials:

- A. The Library has the right to determine suitability for inclusion of gifts and donations, and is not obligated to accept or retain any gifts or donations.
- B. Suggestions for specific donations of materials are welcomed by the Library but the final decision, based on Library holdings and the Library mission, rests with the Library.
- C. If a gift or donation is received which, after appropriate evaluation, cannot be used by the Library in its collections, one of the following options will apply:
 - a. Gifts and donations not added to library collections may be given to the Friends of Mead Public Library for their used book sales, proceeds of which are used by the Friends to support the Library.
 - b. Gifts and donations not added to Library collections may be offered to other educational or social service institutions.
 - c. Gifts and donations not added to Library collections may be disposed of by sale, or in any other manner deemed appropriate by the Board.

Monetary Gifts and Gifts of Securities:

- A. The Library gratefully accepts gifts, donations, endowments, bequests, and trusts.
- B. The Library shall attempt to use a given monetary gift according to the wishes of the donor, so long as the Library can reasonably use the gift for the donor's specified purpose.
- C. Any monetary gift amounting to One Hundred Dollars (\$100) or more and for which a donor has not specified a purpose or restriction shall be transferred to the Mead Public Library Foundation.
- D. Marketable securities may be transferred electronically to an account maintained at a brokerage firm specified by Mead Public Library. All marketable securities will be sold unless otherwise directed by the Finance Committee of Mead Public Library, which shall consider whether unusual circumstances dictate retention of the securities for a longer period.
- E. Financial gifts to the Library shall be viewed as an addition or supplement to, not a reduction of, the operating budget of the Library.

Art and Other Objects or Collections

- A. Proposed gifts of items of unusual monetary or artistic value will be referred to the Library Director. The Library Director will be responsible for an initial determination as to whether acceptance of the gift(s) is in the best interest of the Library.
- B. Although collection and display of art work and collections is not the Library's purpose, it may from time to time accept such work if it (a) enhances the appearance of the interior or exterior of the building, (b) records an aspect of the Library or the community, or (c) commemorates the contribution of individuals to the Library.
- C. The Library Directors may defer the proposal to the Library Board for determination, especially in cases where the gifts are given with unusual restrictions or designations, or where the gift has storage, display, or insurance ramifications.
- D. The President of the Library Board shall establish a Gift Review Committee, as needed on an ad hoc basis, to recommend whether or not the Library should accept proposed gifts. The Gift Review Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on the Library, now and in the future.
- E. The Library will not appraise donations for purposes of income tax deductions. Such appraisals are the responsibility of the donor. The Library will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose.

<p>Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 11/19/2015</p>
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**BYLAWS OF MEAD PUBLIC
LIBRARY BOARD OF TRUSTEES**

ARTICLE 1 – IDENTIFICATION

The name of this organization is the Board of Trustees of Mead Public Library, located in Sheboygan, Wisconsin, established by the City of Sheboygan, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under that statute.

ARTICLE II - MEMBERSHIP

- Section 1. Pursuant to Chapter 43.54 of the Wisconsin Statutes, and the City of Sheboygan Ordinances, the Board of Trustees of the Mead Public Library shall consist of 9 members who shall be appointed by the Mayor of the City of Sheboygan, with the approval of the Common Council. One member shall be the Superintendent of the Sheboygan Area School District, or designee, and one member shall be a member of the City of Sheboygan Common Council. Additional members may be appointed to the Library Board pursuant to Sec. 43.60(3), Wis. Stats.
- Section 2. Pursuant to Chapter 43.60 of the Wisconsin Statutes, the Sheboygan County Board of Supervisors may appoint a person to serve on the Board of Trustees who shall represent a “non-librariated” area. This person shall serve in addition to the 9 members set forth in Section 1.
- Section 3. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

ARTICLE III – OFFICERS

- Section 1. A President and Vice President shall be elected at the annual meeting for a term of one year. Vacancies in either office shall be filled at the next regular meeting of the Board after the vacancy occurs.
- Section 2. The President shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.
- Section 3. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform duties and function of the President.
- Section 4. The President shall appoint a chair of the Finance Committee, for a term of one year. The Finance Committee Chairperson shall lead review of the Library’s debts paid during the current period to the Board at its monthly meeting, or as often as necessary.

Section 5. The President shall designate appointment of one Board member to represent the Library on the Eastern Shores Library System Board, with formal election by the Sheboygan County Board of Supervisors. The President shall also recommend at least one Board member (but not more than two) to serve as a director of the Mead Public Library Foundation, Inc., with formal election by the Foundation Board.

Section 6. The Library Director shall serve as Secretary of the Library Board, *ex officio*. The Secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such duties as are generally associated with the office of secretary.

ARTICLE IV – MEETINGS

Section 1. The Library Board shall meet regularly each month on a day and time set by Board resolution, subject to the accommodation of holidays. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 2. Special meetings may be called by the President, or upon request of two members, or by the Library Director with the permission of the President. Notice stating the time and place of any special meeting and the purpose for which it is called shall be given each member of the Board at least 24 hours in advance of such meeting.

Section 3. A quorum for the transaction of business shall consist of a simple majority.

Section 4. The order of business for each meeting shall be determined by the President.

Section 5. Public notice must be given of all open meetings pursuant to the requirements set forth in Section 19.84 of the Wisconsin Statutes.

Section 6. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's Open Meetings Law (Wis. Stats. Sections 19.81 – 19.98).

Section 7. Robert's Rules of Order, last revised edition, shall govern the parliamentary procedure of the Board, in all cases in which they are not inconsistent with these Bylaws and Chapter 43 of the Wisconsin Statutes.

ARTICLE V - COMMITTEES

Section 1. The following standing committees shall be appointed by the President promptly after the annual meeting: Finance Committee, Human Resources Committee, and Information Technology Committee.

- A. The Finance Committee shall have the following purpose: to review the annual revenue and expenditure budgets submitted by the Library Director for Board review and adoption. It shall also consider other financial reports at the request of the Board President. Its purpose shall include initiation, review, and reporting to the Board on agreements between the Library and other governmental and non-governmental units as well as to oversee administration of major contracts with vendors whether public or private in addition to those duties assigned or referred to it by the Board from time to time. The President and Finance Officer shall serve on the committee with the Finance Officer acting as chair. If no Finance Officer has been appointed, the President shall act as chair.

- B. The Human Resources Committee shall have the following purpose: to review the employee compensation policies and practices of the Board, including the establishment of compensation for the Library Director, and to recommend compensation policy revisions for adoption by the Board. In addition, it shall hear employee grievances and appeals as set forth in Board policies. Its purpose shall include those duties assigned or referred to it by the Board from time to time. The Vice President of the Board shall serve on the committee and act as its chair.

- C. The Information Technology Committee shall be a standing committee. Its purpose shall be to initiate, review and report to the Board on new and enhanced services delivered through the use of both established and developing information technologies. It shall also consider questions of policy, funding and strategic direction for review by the Board. Its purpose shall include duties assigned or referred to it by the Board from time to time. The President shall appoint the chair.

Section 2. Ad hoc committees for the investigation and study of selected issues may be appointed by the President to serve until the final report of the work for which they were appointed has been completed.

ARTICLE VI – DUTIES OF THE BOARD OF TRUSTEES

Section 1. Legal responsibility for the operation of Mead Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power to determine rules and regulations governing library operations and services

Section 2. The Library Board shall select, appoint and supervise a properly certified and competent Library Director, who shall appoint such other assistants and employees as the Board deems necessary, and prescribe their duties and compensation.

Section 3. The Library Board shall audit and approve all expenditures of the Library.

- Section 4. The Library Board shall have exclusive charge, control and custody of all lands, buildings, money or other property given or granted to, or otherwise acquired or leased by, the City of Sheboygan for library purposes.
- Section 5. The Board shall approve the budget and ensure that adequate funds are provided to finance the approved budget.
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- Section 7. The Board shall cooperate with other public officials and maintain vital public relations.

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The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The Director shall attend all Board meetings, but may be excused from closed sessions, The Director shall serve as Secretary, and shall have no vote. The Library Director shall be held responsible for the employment and direction of the staff.

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board provided the proposed amendment was stated in the call for the meeting. Adoption of an amendment to these Bylaws requires a majority vote.

ARTICLE IX - REVIEW

These Bylaws shall be reviewed *in toto* at intervals not greater than once every five years.

Last Official Amendment: October 23, 2008

This Amendment Written: December, 2014

Amended and Approved by the Board: February 26, 2015

<p>Title: Bylaws of Library Board of Trustees Chapter: Foundation Statements Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 02.02 Original Effective Date: 10/23/2008 Date of Last Revision: 11/19/2015</p>
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Amended and Approved by the Board: February 26, 2015

Erickson, Garrett

From: Adams, Charles
Sent: Friday, May 20, 2016 8:54 AM
To: Erickson, Garrett
Subject: RE: Library Board - Teleconferencing into meeting

As long as the meeting notice says this particular member will appear by telephone/conference means, and the equipment is available, the member may appear. They would not count toward the quorum, but they may vote and participate unless the matter requires visual assessment of a witness's demeanor or of physical evidence or exhibits if the member cannot see the witness or hasn't had a prior opportunity to see the evidence.

The ordinance is 2-138. It reads as follows:

Sec. 2-138. Remote attendance at meetings.

(a) Remote attendance permitted. A member of a city governmental body, as defined in Wis. Stats. § 19.82(1), who desires to appear at a meeting by telephone, video conference, or other remote method of participation shall be entitled to participate and vote to the fullest extent possible, except as follows:

(1) The member shall not be entitled to participate and vote on any matter that requires the visual assessment of a witness's demeanor if the member is unable to make such a visual assessment.

(2) The member shall not be entitled to participate and vote on any matter that requires the visual assessment of physical evidence or exhibits that have not been previously reviewed by the member.

(b) Quorum. A member who is not physically present shall not count towards a quorum.

(c) Proper equipment. Appropriate equipment shall be used so that the attending public can readily observe or hear such person's participation in the meeting.

(d) Notice. Whenever a city governmental body anticipates that a member will appear by telephone, video conference, or other remote method of participation, the meeting agenda shall specifically and conspicuously identify which person(s) or member(s) shall be appearing by such means.

(e) Exceptions. No person shall be allowed to participate in any meeting where the meeting notice failed to state the person would appear by telephone/conference means or where such equipment is unavailable or unusable at the time of the meeting.

Chuck

From: Erickson, Garrett
Sent: Thursday, May 19, 2016 4:14 PM
To: Adams, Charles
Subject: Library Board - Teleconferencing into meeting

Hi Chuck,

We have a library board member who is home bound right now due to a medical issue. I understand that the Council now allows members to call in, as well as, video conference into meetings. Is there an ordinance written to deal with this issue? Or a state statute?

The library board asked me to contact you to see whether: A). Teleconferencing is allowed for public meetings; B). If so, do these members count for quorum; C). And, can these members vote on issues.

Thanks for any insight!

Garrett Erickson
Library Director
Mead Public Library
710 North 8th Street
Sheboygan, WI 53081-4563
[920\) 459-3400 ext. 3414](tel:9204593400)
www.meadpl.org