

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
February 25, 2016

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 25, 2016 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Dave Hoffman, Dolcye Johnson, Henry Nelson, Nancy Mannchen and Kevin Anderson. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas and Melissa Prentice. Board of Trustee members absent: Kathie Norman and Dirk Zylman

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3:45 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).
- 1.4 APPROVAL OF MINUTES. Nelson moved to approve the minutes from the December 17, 2015 meeting; Hoffman seconded the motion. The motion passed with the change to Item #3 (3.1) "with Johnson opposing the friendly amendment". Nelson moved to approve the minutes from the January 28, 2016 meeting. Hoffman seconded. The motion passed with the correction on Item #3 (3.6) Nelson moved on behalf of entire board of trustees to ~~gratify~~ ratify the evaluation of Garrett Erickson put forth January 2016.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. Quinn reported on the article published in the Sheboygan Press by Mayor Vandersteen, and the positive impact it has been on the Library informing the citizens of Sheboygan the services and options that are available at Mead Public Library. Quinn announced that the City Building Use Committee will be recommending to the Sheboygan Common Council to remodel City Hall vs. building a new City Hall.

2. COMMITTEE REPORTS

- 2.1 FINANCE COMMITTEE. Report of 2/25/2016 Finance Committee Meeting. In Zylman's absence, Nelson reported the financial status as of this reporting period. DeAmico informed the Board of all donations received for this reporting period.
- 2.2 FINANCE REPORT. REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING Payroll) and special revenues (including grants) 2. RECEIVE MONTHLY 2016 BUDGET STATUS REPORT TO DATE (AVAILABLE AT MEETING) 3. REPORT OF GIFTS RECEIVED. Nelson moved to approve payment of expenditures including

payroll and recurring expenses. Johnson **seconded** the motion. The motion **carried.**

- 2.3 HUMAN RESOURCES – HENRY NELSON, CHAIR. REPORT OF 2/16/2016 MEETING. Nelson informed the Board of Trustees that Human Resource Committee accomplished a lot during the February 16th meeting. The committee has spent a lot of time reviewing the MPL handbook vs. the City Handbook and other MPL policies regarding the employee handbook. Nelson referenced items in section 3, particularly items #3.1 – #3.12 to be discussed later in the agenda. Nelson said the Human Resource Committee is very pleased with the progress that has taken place.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 3.1 DISCUSSION AND POSSIBLE ACTION TO UPDATE HOLIDAY POLICY. Nelson made a **motion** to approve changes to the 2016 Holiday Schedule. Anderson **Seconded.** The motion **carried.**
- 3.2 DISCUSSION AND POSSIBLE ACTION TO APPROVE CITY EMPLOYEE HANDBOOK AND LIBRARY HANDBOOK. Nelson **moved** to adopt the City of Sheboygan Employee Handbook and eliminate the Mead Public Library Employee Handbook. Hoffman **seconded** and the motion **passed.**
- 3.3 DISCUSSION AND POSSIBLE ACTION TO APPROVE LIBRARY ADDENDUM TO CITY HANDBOOK. Nelson made a **motion** to adopt and accept the Mead Public Library Addendum to the City of Sheboygan Employee Handbook. Anderson **seconded.** The motion **passed.**
- 3.4 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “OVERTIME WORK AND COMPENSATION” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded.** The motion **carried.**
- 3.5 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “UNEXCUSED ABSENCE” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded.** The motion **carried.**
- 3.6 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “PAID TIME OFF (PTO)” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded.** The motion **carried.**
- 3.7 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “PROPER ATTIRE” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded.** The motion **carried.**

- 3.8 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “WORKERS COMPENSATION” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded**. The motion **carried**.
- 3.9 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “FAMILY AND MEDICAL LEAVE (FMLA) ACT” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded**. The motion **carried**.
- 3.10 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “JURY DUTY/SUBPEONAS” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded**. The motion **carried**.
- 3.11 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “MILITARY DUTY” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded**. The motion **carried**.
- 3.12 DISCUSSION AND POSSIBLE ACTION TO ELIMINATE LIBRARY “EMPLOYEE ASSISTANCE PROGRAM” POLICY. Nelson made a **motion** to approve the elimination of item #3.4 through item #3.12 from the Mead Public Library’s policies. Anderson **seconded**. The motion **carried**.
- 3.13 DISCUSSION AND POSSIBLE ACTION TO APPROVE ANNUAL STATISTICS SUBMITTED TO DPI. Johnson made a **motion** to approve the DPI Annual Report. Nelson **seconded**. The motion **carried**.
- 3.14 DISCUSSION ON STRATEGIES TO ATTRACT MORE RESIDENTS TO USE LIBRARY SERVICES. Mannchen asked if there was a way to track how many registrations the library has by age, gender and population. Nelson informed the Trustees that there are 34,000 residents and 10,000 non-residents with the Sheboygan population being around 50,000. Campe expressed English as a second language parents and families and informed the Trustees that many Hmong and Spanish speaking families are not aware that the library even exists. Campe urged the Trustees and MPL staff to reach out to these community members through radio and brochures printed in multiple languages. Mannchen asked if other marketing pieces could be created in multiple languages. Erickson informed the Trustees that it is hard to get certain types of marketing into the Libraries annual budget. Quinn suggested possibly the Friends or the MPL Foundation as a means to get funding for certain types of marketing pieces. Mannchen suggested looking at other libraries to see what they are doing to attract residents to their library. Quinn mentioned that Mayor Vandersteen has been trying to locate citizens of another nationality to become a Library Trustee member. Quinn praised the amount of creativity that the library’s Public Services team has done in attracting citizens to the library. Mannchen suggested using Mayor Vandersteen’s

newspaper article to help raise awareness of the Library's services. Quinn suggest putting a packet together that can be given to board members to use with outside groups they have contact with. Quinn applauded all of the different ideas and suggested to continue the conversation in future months.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON WEBSITE REDESIGN. Website is only a few weeks away from being completed and will be ready to show at the next Board of Trustees meeting. Erickson told the Trustees this has been a lengthy project and is pleased to see it coming to completion.
- 4.2 UPDATE ON PROGRAMMING. Prentice reported the Cheeseheads documentary that was held on Sunday, January 31st was a huge success. Around 350 people attended the film showing and around 100 people attended the reception in the Loft. Prentice informed the Trustees that there are many programs coming up that should be well attended. Johnson asked about the Great Decisions program that Manitowoc Library is offering and if that is a program that Mead Public Library should have. Prentice said they are looking at the program as one they would like to possibly present. Johnson told Prentice she would be very interested in helping out with that program if MPL would present it. Prentice reported on other programs Public Services is presenting and other future programs they are looking at.
- 4.3 JANUARY STATISTICS. January statistics were presented. Nelson questioned the meeting room percent of utilization at 40%. Erickson will have staff look at the report and verify the percentage.

5. LAISON REPORTS

- 5.1 EASTERN SHORES LIBRARY SYSTEM – HENRY NELSON
Nelson and Erickson updated the Trustees on how the merger/acquisition is going. Nelson said this is going to be a long process. Erickson is on the committee and will keep the Trustees informed. Merger/Acquisition decision is scheduled to be made in June 2016. Nelson and Erickson said the largest concern is lending of library materials and the cost associated with being the reference library. Once costs are figured out, then the Trustees will have to look at the cost of staying in ESLS, become independent or join another system.
- 5.2 MEAD PUBLIC LIBRARY FOUNDATION – MAEVE QUINN\KATHIE NORMAN. Quinn said she was pleased to announce that the Mead Library Foundation has finalized and approved the 2016 Mead Public Library Wish List, and the Foundation will be funding around \$41,000 for the approved funds needed to complete projects and programming.
- 5.3 FRIENDS OF THE MEAD PUBLIC LIBRARY – LAUREN RICHMOND. In Richmond's absence Erickson reported that the Friends have authorized the additional amount of the furniture order which represents the freight cost. Prentice said the furniture has been ordered.

6. UPCOMING MEETINGS

6.1 Library Board - Finance Committee (3/17/2016 @TBD)

6.2 Board of Trustees (3/17/2016 @3:45 pm)

7. Adjourn

7.1 MOTION TO ADJOURN. Anderson **moved** to adjourn the meeting; Johnson **seconded** the motion. The motion **passed**. Quinn concluded the meeting at 5:25 p.m.

Mead Public Library Statistics - February 2016

Circulation Transactions	February 2015	February 2016	Monthly % Change 2015 vs. 2016	Year-to-date 2015	Year-to-date 2016	YTD % Change 2015 vs. 2016
Adult Materials	33,323	34,540	4%	33,323	69,877	110%
Children's Materials	14,237	14,356	1%	14,237	29,888	110%
Total Circulation Transactions	47560	48896	3%	47,560	99,765	110%
In House Use	5,751	5,793	1%	12,726	11,768	-8%
Interlibrary Loans (Transits)						
Items provided to libraries	7,530	7,924	5%	15,573	15,686	1%
Items received from Libraries	438	4,453	917%	5,201	9,046	74%
Total Interlibrary Loans (Transits)	7,968	12377	55%	20774	24732	19%
Uses of E-Content						
E-Books (Overdrive)	2,745	2,820	3%	5,692	5,990	5%
E-Audio (Overdrive) - Freegal	497	731	47%	1,090	1,583	45%
E-Video (Overdrive) - Hoopla	18	20	11%	39	27	-31%
E-Magazines (Zinio)	84	116	38%	208	255	23%
Total Uses of E-Content	3344	3687	10%	7029	7855	12%
Library Visits						
Gate count	26,949	24,978	-7%	55,285	52,742	-5%
Reference Inquiries						
Reference Inquiries	2,207	1,934	-12%	4,725	3,993	-15%
Users of Public Internet PCs						
Library workstations	4,997	4,595	-8%	10,410	9,236	-11%
Wireless Sessions	5,830	7,714	32%	5,830	7,714	132%
Number of Registered Users						
Resident				31,486	28,591	-9%
Non-Resident				10,461	10,297	-2%
Total Number of Registered Users				41947	38888	-2%
Programs (Number of Programs, Attendance)						
Children (0-11) Number of Programs	49	52	6%	88	90	2%
Children (0-11) Attendance	1,061	1,199	13%	1,950	2,056	5%
Teen (12-18) Number of Programs	3	2	-33%	4	4	0%
Teen (12-18) Attendance	42	36	-14%	80	76	-5%
Adult (18+) Number of Programs	27	20	-26%	50	34	-32%
Adult (18+) Attendance	331	209	-37%	584	714	22%
Total number of Programs	79	74	-6%	142	128	-10%
Total number of Attendance	1,434	1444	1%	2614	2846	9%
Conference Room Utilization						
Rocca Meeting Room	49%	28%	-21%	48%	30%	-18%
Loft Meeting Room	24%	34%	10%	21%	33%	12%
2nd Floor Small Meeting Room	26%	27%	1%	21%	21%	1%