

*****ATTACHMENTS*****

**Minutes
Mead Public Library
Board of Trustees
November 20, 2014**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 20, in The Loft. Present Board of Trustee members were Maeve Quinn, presiding, Chris Campe, Ald. Darryl Carlson, Dave Hoffman, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Kathie Norman, and Martha Wortche. Unable to attend was Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

1. Opening of Meeting

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There were no public comments at this meeting.
4. Carlson **moved** to approve the minutes from October 23; Norman **seconded** the motion. The motion **passed**.
5. Correspondence, Announcements, and Common Council Report – None to report.

2. Committee Reports

1. Finance Committee Report of 11-20-14, Henry Nelson

Nelson reviewed the Finance Committee's personnel metrics as being a favorable at 5% below budgeted allotment. However, with two impending MPL retirements, we may go over the budgeted amount.

DeAmico reviewed a handout of monthly expenditures at MPL.

Nelson noted the following donations to the library: Kohler Foundation, \$4,000 to be applied to Art 4 Fun and Make it @ Mead; Packer Foundation Grant, \$2,000 to begin the development of a digital media lab for the Maas Teen Learning Center.

2. Review and approve payment of expenditures, including payroll

Nelson **moved**; Carlson **seconded** a motion to approve payment of expenditures, including payroll and reoccurring expenditures. Motion **passed**.

3. Bylaws Committee, Kathie Norman, Chair

Norman said the Bylaws Committee updated the MPL Gift Policy, and then the subject was deferred to item 3.3 on the agenda.

Norman explained that the number of participants serving on the Board of Trustees was a discussion point. Specifically, Sheboygan County has one representative on the library board in addition to the nine citizens from the City of Sheboygan.

4. Human Resources Committee, Henry Nelson, Chair

Cleaning service update

Nelson said a meeting was held with Scott Sager, owner of Enviro-Clean; Bernie Rammer, City of Sheboygan purchasing agent; Diane Kallas; Debbie DeAmico and Garrett Erickson to discuss expectations. Nelson indicated a follow-up meeting will be scheduled.

The Human Resources Committee's recommendations for medical insurance benefit, annual performance reviews, and staff parking options were deferred to 3.4, 3.5, and 3.6 on the agenda.

Nelson said the next Human Resources Committee meeting is scheduled for Tuesday, December 2 at 3:30 p.m. He invited all interested Board of Trustee members to attend the meeting.

Erickson reviewed an agreement, from January 2010, with the City of Sheboygan at which time MPL transferred \$443,000 in exchange for retiree and sick-fund payouts from the City's budget indefinitely. Nancy Buss, City Finance Department, is creating a financial document to delineate future monetary obligations. Because this topic needs more review by the City and MPL, it was deferred to a future Finance Committee meeting.

3. Items for Discussion and Possible Action

1. Appoint Henry Nelson to Bylaws Committee

Quinn appointed Henry Nelson to the Bylaws Committee.

2. Discussion and possible action on approving administrative orientation document

Erickson reviewed a draft of a new MPL New Employee Orientation Book. Carlson **moved** to approve the concept and charged Erickson to further work on a New Employee Orientation Handbook. Norman **seconded** the motion. The motion **passed.**

3. Discussion and possible action on updating Gift Policy

Norman reviewed a handout of the proposed MPL Gift Policy. Discussion ensued regarding Monetary Gifts/Letter C that reads as follows: 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.

Johnson said that if she personally gave a donation to the library she would not expect it to be turned over to the Foundation. Johnson asked for an amendment to letter C of the policy to read: Designated MPL staff shall contact donors who give \$100 or more to

discuss if they want their gift transferred to the MPL Foundation. Other Board of Trustee members expressed their opinions of maintaining the policy as presented.

Hoffman **made a motion** not to amend Monetary Gifts/Letter C of the proposed MPL Gift Policy. Carlson **seconded** the motion. Johnson opposed the motion. The motion **passed.**

Hoffman recommended changing the word “should” to “shall” in the Monetary Gifts/Letter D of the Policy.

Hoffman **moved** to change the word should to shall; Carlson **seconded** the motion. The motion **passed.**

4. Discussion and possible action to approve changes to health care benefits

Erickson reviewed the City of Sheboygan document outlining employee medical insurance changes.

Norman **moved** to accept the changes to the medical insurance plans. Carlson **seconded** the motion. The motion **passed.**

5. Discussion and possible action to schedule annual performance appraisals during the first quarter of each year rather than by anniversary date. Nelson **moved** to accept the changes as presented on the Bylaws Section 2 Employee Performance Review. Carlson **seconded** the motion. The motion **passed.**

6. Discussion and possible action on library staff parking options

As chair of the Human Resources Committee Nelson stated that MPL’s most important asset is our employees. He said one thing we can do to show all employees our appreciation is provide parking for staff. Carlson noted that City Hall does pay for employee parking and expressed his support to add this benefit at MPL.

The Finance Committee recommended a cap of \$15,000 in the budget to provide parking for all employees.

Nelson **moved** to provide employee parking not to exceed \$15,000 contingent on designating funds during 2015. Carlson **seconded** the motion. The motion **passed.**

4. Director’s Report – Garrett Erickson

1. Kohler Foundation Grants - Art 4 Fun and Make It @ Mead

Erickson thanked Prentice and her team for their work to provide these programs at the library. He indicated \$1,500 is designated to Art 4 Fun and \$2,500 for Make it @ Mead to sustain and enhance these community programs. Prentice explained the two programs to the Board of Trustees.

2. Packers Foundation Grant for Digital Media Lab

Erickson and (Teen Librarian) Matt Beinemann applied for and were awarded \$2,000 on behalf of the library from the Packer Foundation. Prentice explained this donation will be used to purchase hardware and software to teach digital media skills in the Maas Teen Learning Center.

3. Wisconsin Library Association (WLA) Conference

Prentice, Kallas, Erickson, Matt Beinemann, and Aimee Steinbruecker attended the WLA Conference held in WI Dells. Prentice reviewed the sessions she attended at the conference. Kallas said the highlight of the conference for her was the benefit of discussions with peers of new ideas to implement at MPL.

4. Monthly Statistics

Erickson announced that the camera software for counting people entering the library will give a more accurate count. Increased numbers are anticipated for November specifically because of voting in our Rocca Meeting room.

5. Liaison Reports

1. Eastern Shores Library System (ESLS) – Henry Nelson

Nelson invited interested Trustees to attend the ESLS Board meeting scheduled for Monday, November 24, 4:30 p.m. He said voting for officers would be one of the agenda items.

Nelson said the Joint County Planning Committee meetings have concluded. Anyone interested in obtaining a copy of this report should contact Nelson.

2. Mead Public Library Foundation – Kathie Norman

Norman said the Foundation Board voted to approve John Schroeder as a new Foundation Board member. Schroeder is a retired chancellor of UW-Milwaukee.

Norman said the possibility of MPL Foundation providing funds for employee parking was discussed at length. The majority opinion was that this is an operating expense for MPL, and not appropriate for the Foundation to fund.

Norman reported that the Trustees 850 funds being managed by the Foundation resulted in an 8% profit from the previous month.

• Friends of Mead Public Library – Pat Mueller

- Results of the Garage Sale of obsolete furniture and equipment was \$884
- First time: Made over \$1,000 in one month from Book Store. \$1,066 from book store in October
- Friends Holiday Book Sale is scheduled for November 21 weekend in the Rocca Meeting room
- Friends will provide catering services for the Foundation's Yuletide Gala

- Friends will decorate a Christmas tree on the first floor of the library
- Community Outreach program update: Five organizations have taken advantage of selecting books to develop their own libraries. The Friends also plan to send letters to private elementary schools.
- At its November Board meeting, the Friends committed to \$8,042 to be donated to MPL for various purchases and programs.

6. Upcoming Meetings

1. Finance Committee Meeting, December 18 at 2:45 p.m.
2. Board of Trustees Meeting, December 18 at 3:45 p.m.

7. Information Items

1. October statistics
Hoffman was asked to report on the Business Improvement District (BID) at the December Board of Trustees meeting.

8. Motion to Adjourn

1. Carlson **moved** to adjourn the meeting; Norman **seconded** the motion. The motion **passed.** Quinn concluded the meeting at 5:03 p.m.

THE
FAMILY RESOURCE CENTER

Proudly Serving Sheboygan County



December 9, 2014

Mr. Garrett Erickson
Library Director
Mead Public Library
710 N. 8th Street
Sheboygan, WI 53081

Dear Mr. Erickson,

We want to express our thanks for all that Mead Public Library does in support of the Literacy Council of Sheboygan County.

We are grateful for several things—first and foremost that you make your meeting rooms available to us, and they are well utilized! The Literacy Council tutors are very appreciative about being able to use your rooms as they are a most convenient meeting place for them and for their students. We also find the Library staff very accommodating when things get busy.

Thank you for your kind support.

Sincerely,



Carol Dussault
Direct Services Coordinator



Carol Myers
Data & Development Coordinator

10000Personnel

B. Vacancy Review Process

1. When a vacancy or promotion is anticipated ~~in a career series position~~, the Library ~~Service Manager~~ **or Supervisor** responsible for the service group in which the vacancy exists, after an internal service/staffing review, completes a Vacant Position Review Form before the position can be filled on other than a temporary basis and submits it to the Director for further review and action.
2. The Vacant Position Review Form shall be in a format developed by Administrative Services and shall include:
 - a. The likely costs associated with filling the position including the extent to which such costs are included in the current year's expenditure budget.
 - b. The anticipated effect on services to the public and other library service groups of keeping the position vacant.
 - c. The anticipated effect on services to the public and other library service groups of filling the vacant position, including options for filling by transfer or promotion.
 - d. A recommendation for the method of posting the vacant position, if approved for recruitment, e.g. internal posting, general posting, transfer, or promotion.
3. The Director reviews the Vacant Position Review Form and:
 - a. Proceeds to fill the position with or without modification via internal posting, general posting, transfer, promotion, or other current method if there is concurrence with the Library ~~Service Manager~~ **or Supervisor** recommendation
 - b. Declines to fill the position per the Vacant Position Review Form
 - c. ~~Reports his or her determination regarding the disposition of the vacant position to the Board and/or its Human Resources Committee for additional review and action by the Board, if there is a Library Board adopted hiring freeze (or other related Board action) affecting the position that is the subject of the Vacant Position Review Form.~~
 - d. Arranges for the posting of approved position vacancies for recruitment.
 - (1) ~~Postings for positions to be filled via internal recruitment are posted on the following bulletin boards: Staff Entrance, Staff Room Entrance, and Official Library Bulletin Board.~~
 - (2) ~~Postings for positions to be filled via general recruitment (internal & external) are posted on the public Library Bulletin Board and at the Library website in addition to the three internal locations set forth immediately above. The Director may arrange for advertising the vacant position by other means as appropriate.~~
4. Vacant Position Action
 - a. No person shall be hired to fill, be promoted to, or be transferred ~~to a vacant career-series position~~ until approval is granted by the Director or, if applicable, by the Board.

F. Compensation Plan

1. All positions shall be compensated in accordance with the Compensation Plan established by the Board as follows: The minimum and maximum salary ranges for Library positions grade 1 through 12 parallel City Pay Schedule A. The Board establishes the minimum and maximum salary range for Library grades 14 and 15 and for non-graded positions. Resultant salary and wage rate tables are maintained in the Library's Administrative Office.
2. Compensation is established for work for a normal schedule of 40 hours per work week; provided, however, that the salaries of employees in exempt positions are fixed according to the responsibilities to be fulfilled and are not based on a fixed number of hours per pay period and shall not be adjusted with variations in work schedules unless part-time employment is specifically provided.

During periods when the full-time position is established at less than 80 hours per pay period, the resulting ratio will apply to definitions of employees and to all calculations of compensation and benefits for eligible employees. Those which are herein calculated as or referred to in numbers of hours will be rounded up to the next 15-minute increment.

3. The Board does not grant general salary increases annually. Instead, the salary schedule adopted by the Library Board is adjusted when and as warranted due to the periodic revision of salary schedules for comparable City employees. In order to be considered relevant to the compensation of library employees, salary/compensation surveys, whether conducted by the Library or by the City, shall include comparisons with public library salary schedules and other compensation in the following communities, in addition to those recommended by the City: Appleton, Eau Claire, Kenosha, LaCrosse, Oshkosh, and Racine.

~~The Library Board may adjust the wage rates for Page Series positions when and as market conditions warrant without reference to a salary survey conducted by the City.~~

4. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee under the minimum rate for the position, the employee's rate will be adjusted to the new minimum rate.
5. When adjustments to the Compensation Plan for the purpose of position reclassification place an employee above the maximum rate for the position, the employee's rate will remain fixed until such time that the maximum rate equals or exceeds the fixed rate.

H. Definition of Employees

1. Full-time: A full-time employee is a person hired to fill a full-time position, of at least 80 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Full-time employees are eligible to accrue and receive all benefits as provided for in this policy.
2. Part-time: A part-time employee is a person hired to fill a part-time position, between 15 and up to 58 hours per pay period, approved in the Library's Table of Organization on a year-round basis and who is not currently on unpaid leave for a period projected to be in excess of 30 consecutive calendar days unless such leave is FMLA leave. Part-time employees are eligible to accrue and receive some benefits as provided for in this policy.
3. ~~Page Series: These positions are part-time, temporary in nature (averaging 58 hours or less per pay period). The positions are funded through a pool of work hours. The dynamic needs and available funding within the organization often create irregular needs, causing the pool to be subject to fluctuations from time to time. As a result, these positions are considered "extra help" and, therefore, are not benefit-eligible (other than state-required benefits).~~
Temporary: These positions are occasionally needed to fulfill a short-term need within the organization. However, these positions are considered "extra help" and, therefore, are not benefit-eligible (other than state-required benefits).
4. Full-time Equivalent: Full-time equivalency is based on an 80-hour pay period. Part-time positions are defined as a full-time equivalent of 0.5 or greater. The full-time equivalency status of part-time employees shall not change for temporarily working additional hours.
5. Retiree or Retirement: A full-time or part-time employee, no longer working for the Library as such, who reached the retirement age as determined for annuity computation purposes under the Wisconsin Retirement System while an employee of the Library and who is eligible to receive said annuity payments.

I. Special Compensation Provisions

1. Computation of Part-time and ~~Page Series~~ Employee Salaries: Part-time employees are paid for the number of hours worked times the applicable hourly rate. ~~Page Series employees are paid for the number of hours worked times the hourly rate for the position held.~~

K. Administration of Compensation Plan

3. Merit Increase Plan

- a. The Board shall adopt and the Director (or designee) shall administer a merit increase plan integrated with the system of periodic performance appraisal.
- b. The Merit Increase Plan shall apply to full-time, and part-time, and temporary employees. ~~only. It does not pertain to Page Series employees.~~
- c. Merit pay, when applicable, shall be awarded in increments paralleling those applicable to comparable City employees.
- d. If a merit increase would place an employee's hourly rate above the maximum hourly rate in the salary range for the position held, such employee will receive a merit bonus, which shall remain in effect for one year following its effective date.
- e. Merit increases or bonuses are effective during the first full pay period following the anniversary date of hire except that an increase to the Director's salary is effective with the first pay period in January of the year in which the increase is granted.

11. Library Holidays

- a. The Board approves the following paid holidays as part of Paid Time Off (PTO):

New Years Day	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day
- b. Eligibility: Full-time and some Part-time employees are eligible for paid holiday time. **Part-time employees whose full-time equivalency is at least 0.5 are eligible for holiday pay.** ~~Page Series and Temporary employees are not eligible for paid holiday time.~~
- c. Full-time Employees: Full day holidays shall be considered as 8 hours time.
- d. Part-time Employees: Full day holidays shall be considered as 8 hours time multiplied by the employee's full time equivalent.
- e. New Hires: New full-time and part-time employees are eligible for paid holidays as prescribed above occurring after their hire date.
- f. Employees shall receive their regular compensation on holidays. Employees eligible for overtime who are required to work on holidays shall receive overtime compensation at 2.0 times the hourly rate of pay.
- g. When any holiday falls on Sunday, the following Monday will usually be observed as the holiday. However the Library Board retains the right to schedule holiday observance at a time which best suits public service considerations.
- h. Employees of non-Christian faiths shall be granted time off to observe their holy days. Such time may be charged to Paid Time Off (PTO) or made up as mutually agreed by the employee and the supervisor.
- i. Employees forfeit holiday pay if they incur unexcused absences on their regular workday either preceding or following such holiday.

12. Paid Vacation and other Paid Time Off (PTO)

- a. Eligibility: Full-time and **some** part-time employees are eligible for paid time off (PTO), i.e. vacation and discretionary time off (DTO), as prescribed below after they have completed 3 calendar months of employment. **Part-time employees whose full-time equivalency is at least 0.5 are eligible for PTO.** ~~Page Series and~~
~~Temporary employees are not eligible for PTO.~~

The 2014 Sheboygan Children's Book Festival

"It is such a gift to have all of those talented authors and illustrators here, and to share their talent with children and their families (and educators and librarians!). It is absolutely priceless. What an amazing experience! Thank you!" (Quote from a festival evaluation)

The Sheboygan Children's Book Festival gets bigger and better each year. The 5th annual Sheboygan Children's Book Festival, held October 10-12, 2014 was the best attended event yet. Total attendance at all festival events was 9,441 up 32% from 2013 which had been the previous highest attended festival. Public event attendance was 4,876 and there were 18 school visits with a total attendance of 4,565. This is double the number of school visits presented during the first SCBF in 2010. New this year was an author event held at the Wade House historical site for home-schooling families and an author visit for Central High School students held in the Maas Teen Learning Center.

Highlights of the festival included presentations by: Caldecott Award and Newbery honor winning author/illustrator Kevin Henkes; readings and talks by Peter Brown, who came to the festival directly after receiving the Boston Globe – Horn Book award for best picture book of 2014; a workshop with Caldecott honor winning author/illustrator Denise Fleming; writing workshops with authors Jesse Klausmeier and Julie Mata; presentations by graphic novelists Raina Telgemeier and Dave Roman which really drew in the tween and teen audiences; poetry workshops with Laura Purdie Salas; a bilingual concert by author and performer Jose-Luis Orozco; and appearances by numerous costumed book characters including Curious George. The festival featured numerous successful Wisconsin authors including recent Sheboygan Falls graduate Amy Zhang whose debut novel published in October.

The SCBF steering committee works year-long to plan the festival. As part of our plans for sustainability we have sought and been granted 501 (C) (3) non-profit status under the name Sheboygan County Reads, Inc., a name which reflects our vision of fostering a community of book lovers and readers.

Mead Public Library is a valued partner in presenting the Sheboygan Children's Book Festival. Evaluations are always complimentary of the library as a wonderful venue for events. We sincerely appreciate the financial support from the Mead Public Library Foundation. Your \$5000 donation is a cornerstone in providing honoraria for the award-winning authors and illustrators that appear each year. Thank you!

Karin Menzer, Co-Chair
Sheboygan Children's Book Festival