

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
November 4, 2021

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 4, 2021 in the Rocca Room. The following Board of Trustees members were present: Board President Maeve Quinn, Meg Albrinck, Barbara Alvarez, Rev. William Bulson, and Finance Officer Sherry Speth. Board members virtual: Chris Campe, Marcos Guevara, and Alderperson Andre Walton. Staff members present: Director Garrett Erickson, Administrative Services Manager Debbie DeAmico, Security Specialist Santino Laster, Public Services Manager Melissa Prentice, and Administrative Assistant Sydney Mehn. Board members absent: Board Vice President Kathie Norman, and Alderperson Amanda Salazar. Staff absent: Support Services Manager Cheryl Nessman.

1. OPENING OF MEETING

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM - MAEVE QUINN, PRESIDENT Quinn called the meeting to order at 7:00 p.m. and determined a quorum
- 1.2 PLEDGE OF ALLEGIANCE Quinn led the group in the pledge of allegiance.
- 1.3 PUBLIC COMMENTS [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING) The following residents each spoke: Rev. Stephen Welch, Judi Pool, Crystal McDonald, Louise Bennin, and Corinne Johnson.
- 1.4 APPROVAL OF MINUTES Norman **moved** to approve the minutes from the September 23, 2021 meeting. Alvarez **seconded**. Motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS Quinn announced to the group that a budget had been passed by the city council, which would be discussed later in the agenda. She also presented the library with a piece of needlepoint work in honor of Bernie Markevitch for display.

2. COMMITTEE REPORTS

- 2.1 FINANCE COMMITTEE - SHERRY SPETH, CHAIR. REPORT OF 11/4/2021 MEETING Speth discussed the meeting and noted that the library is in good financial shape.
- 2.2 REVIEW AND POSSIBLE ACTION ON PAYMENT OF CURRENT EXPENDITURES, INCLUDING PAYROLL AND SPECIAL REVENUES (GRANTS, GIFTS AND DONATIONS) Speth **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Campe **seconded**. The motion **passed**.
- 2.3 RECEIVE 2021 BUDGET STATUS REPORT TO DATE The 2021 budget report was received and found to be in good order.
- 2.4 AD HOC EQUITY COMMITTEE - MARCOS GUEVARA, CHAIR. REPORT OF 10/14/21 MEETING Guevara apprised the group of the plans of the Ad Hoc Equity Committee, noting that there will be some training coming down the line for Trustees.

- 2.5 HR COMMITTEE - KATHIE NORMAN, CHAIR. REPORT OF 10/26/2021 MEETING Quinn reported in Norman's absence. She noted that the committee had been working on the evaluation for Library Director Garrett Erickson, which will be completed in November at the 11/18/21 board meeting, and she reminded the trustees to fill out the survey that was sent out before Monday, 11/8/2021 at 8:00 p.m.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- 3.1 CODE OF CONDUCT POLICY Laster and Prentice introduced the document, noting the updates and changes. Bulson **moved** to approve the document changes as presented. Albrinck **seconded**. The motion **passed**.
- 3.2 2022 OPERATING BUDGET Quinn presented the returned budget from city council approval on November 1, 2021. After some discussion, Quinn **moved** to approve the returned budget as presented. Speth **seconded**. The motion **passed**.
- 3.3 FENCE PROPOSAL (FOR EAST SIDE OF LIBRARY) Erickson discussed the proposal for a fence on the East side of the library. Albrinck **moved** to approve the proposal. Campe **seconded**. The motion **passed**.
- 3.4 WARSCHAU COLLECTION DISPLAY CASES PROPOSAL Item tabled until a future meeting.
- 3.5 ARCHITECT/SPACE STUDY PROPOSAL Erickson presented the proposal for an architect/space study to review the library spaces and utilizing them to the best of our abilities. Speth **moved** to approve the proposal as presented. Walton **seconded**. The motion **passed**.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON COMMUNITY RESOURCES/SECURITY - SANTINO LASTER
- 4.2 UPDATE ON SERVICES AND PROGRAMMING Prentice updated the group on services and programming. She discussed the ARPA grant that she is working on, and the impact that will have on our community. She further discussed the program "Work and Unions in Sheboygan in the Twentieth Century" which was a collaboration program with the Sheboygan County Historic Museum. The program was recorded through WSCS. Lastly, Mead collaborated on a fall reading challenge with the Glacial Lakes Conservancy, as well as the Ada Lovelace day Tea & Tech talks which was fully virtual this year.
- 4.3 UPDATE FROM SUPPORT SERVICES In Nessman's absence, Erickson reported that the adult fiction shift is completed. He also discussed Nessman's involvement in several grants.
- 4.4 UPDATE ON BUILDING PROJECTS Erickson noted some of the things being worked on, including the installation of sliding doors at the main entrance, the HVAC controls, and the addition of several more security cameras outside.
- 4.5 MONTHLY STATISTICS Monthly statistics were reviewed and found to be in good order. Both September and October stats were presented.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – MAEVE QUINN Quinn reported that she had been appointed to the Monarch board, with her first meeting taking place next week.
- 5.2 MEAD LIBRARY FOUNDATION - MAEVE QUINN / KATHIE NORMAN Quinn discussed the approval of the wishlist for the Foundation, as well as their monthly meeting upcoming.
- 5.3 FRIENDS OF MEAD - SYDNY MEHN Mehn reported that the Friends are anticipating their 50th anniversary next year and are planning several celebrations. Additionally, they are planning their fall book sale for November.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES (11/18/21 @ 7PM) - TENTATIVE

7. ADJOURN

- 7.1 MOTION TO ADJOURN Albrinck **moved** to adjourn the meeting, Campe **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 8:25 p.m.

Generated by Sydney Mehn on Monday, November 8, 2021

Title: **Meeting Room Policy**
Chapter: **Services**
Approved By: **Library Board of Trustees**

Document Type: **Policy**
Document Number: **10.07**
Original Effective Date:
Date of Last Revision: **2/27/2014**

Meeting Room Policy

Library Bill of Rights

“VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

PRIORITIES AND USES AMONG USERS:

The priorities are as follows:

Priority 1: **LIBRARY SPONSORED:** A program in which the Library is a sponsor or is a co-sponsor, such as: staff and board meetings, story hours and programs, or events sponsored by the Mead Public Library Foundation or Friends of the Mead Public Library.

Priority 2: **GOVERNMENT:** Use by the City of Sheboygan and other governmental units.

Priority 3: **OTHERS:** Use by service agencies, non-profit agencies, local businesses and the general public.

The meeting rooms cannot be used for:

1. Any purpose which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with the normal use of the Library.
2. A meeting where an admission fee is charged by a group/individual other than by the Library itself, the Library Foundation, the Friends of the Library, or without prior permission of the library director.
3. The sale, advertising, or promotion of products or services with the exception of those provided by the Library, the Library Foundation, or the Friends of the Library.
4. Meetings that are closed to the public (rooms must be open to the public and library staff at all times).

The library reserves the right to refuse meeting rooms bookings for a return engagement by a group that has abused the facility, equipment, or library regulations in a previous use of the room.

RECURRING MEETINGS:

It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting rooms by the community so long as this outside use does not interfere with the normal functions of the Library.

1. A group or individual may have a meeting room on reserve for recurring meetings, but can only reserve rooms for a maximum of three months in advance.
2. If the meeting room is needed by the library for meetings or special programs, the group using the room on a recurring basis will be contacted and asked to meet in another location.
3. The Library reserves the right to refuse meeting room bookings for groups whose recurring use of a room monopolizes that space and interferes with the ability of other groups to meet.

ROOM RESERVATIONS:

Meeting rooms must be reserved for hours when the library is open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time. Reservations must be received at least 24 hours prior to the meeting date to allow sufficient time for processing.

The application must be signed by an authorized adult representative of the group who shall remain on-site and be personally responsible for the conduct of the meeting and for any damages.

The Library should be notified as soon as possible if it is necessary to cancel a reservation.

Failure to notify the Library of a cancelled meeting may result in forfeitures of future meeting room privileges.

EQUIPMENT RESERVATIONS:

Wireless internet access is available in the Library's meeting rooms. Groups may provide their own equipment or reserve the basic presentation equipment provided by the library. Primary setup of the equipment is expected to be performed by the individual or group that reserved the equipment. Library staff may assist with technical support based on availability. No charge will be made for use of the library-provided equipment.

ADMISSION:

All programs and meetings shall be open to all members of the public.

ROOM SPECIFICS:

Please visit the Library website or contact the Library directly for up-to-date information on room specifications, including intended ages, a/v equipment availability, and capacity limits.

HOURS:

Meeting rooms may be reserved for hours when the library is normally open. Exceptions will be at the discretion of the Library Director. Meetings must adjourn no later than 15 minutes before the Library closing time to allow participants time to exit the building by closing time.

REFRESHMENTS:

Refreshments may be served in all Library meeting rooms. No alcoholic beverages will be permitted, unless granted prior permission by the Library Director. All City of Sheboygan buildings are smoke-free.

GENERAL RULES OF USE:

Chairs and tables are available for groups to set up to meet their needs. Because of limited staff, the library cannot assume responsibility for setting up the rooms or for cleaning the rooms after each use. The responsibility for setup and cleanup is assumed by the group using a room. Chairs and tables must be returned to their original arrangement following a meeting.

The group must check in with staff at the nearest service desk immediately prior to obtaining access to the meeting room. Staff will unlock the room and check out any reserved equipment to the contact person or his/her representative. Any borrowed equipment must be returned to the service desk at which it was checked out.

Non-library equipment or materials may not be stored in the meeting rooms or elsewhere in the building without prior permission.

The contact person is responsible for maintaining safety regulations, including room capacity. The library reserves the right to charge the contact person for cleaning, maintenance, and other costs due to any damages caused by participants at the meeting. The contact person is liable for damage to the facilities and equipment and for maintaining safety regulations including room capacity.

No group may consider the library its permanent meeting place or use the library's mailing address or telephone number as its contact information.

The library is not responsible for items left in the meeting rooms, before, during or following the meeting.

The contact person agrees that the library may give out their name and contact information to the public upon request and that it may be posted on the events calendar if the reservation is publicly

viewable.

Failure to observe the policy may result in loss of meeting room privileges.

The library director, or designee, reserves the right to reject a reservation request if the anticipated meeting is likely to be unreasonably disruptive to regular library functions, too large for the applicable room capacity, disorderly, dangerous to persons or property, or in any other way inconsistent with or in contravention of any of the terms and conditions of this policy or the Library Code of Conduct. In determining whether such likelihood exists, the Library Director, or designee may take into consideration the contents of the application, the history of the group's meeting room use in the Library, and such other information as he or she may deem appropriate.

A meeting room is not considered reserved until the application is received, approved, and confirmed by the library. Reservations shall be accepted, subject to the provisions of this policy, in the order received and upon the availability of an appropriate room.

All advertisements, announcements, press releases, flyers, etc. relating to meetings by groups held at the library must clearly state that the meetings are not sponsored by the Mead Public Library. Copies of all promotional materials pertaining to the meeting must be sent or brought to the Library at least 7 days prior to the meeting.

Groups using the meeting rooms will comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in accessible format in response to a request.

Displays may not be affixed directly to the walls of the meeting rooms without prior approval. Nothing installed or posted by the library staff may be removed from the walls.

Parents or caregivers who bring children to meetings in the library are responsible for those children. Children of any age who cannot conduct themselves appropriately or require repeated staff intervention, may not be left unattended elsewhere in the building.

The library does not provide assistance or equipment for carrying supplies or equipment in or out of meetings.

Political meetings are acceptable for the discussion of issues but not for fundraising, party caucuses or meetings closed to the public.

Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.

Library personnel must have free access to the meeting room at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The meeting room policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

<p>Title: Policy for Reconsideration of Library Materials, Programs, Art, and Exhibits Chapter: Collection Development Approved By: Library Board of Trustees</p>	<p>Document Type: Policy Document Number: 12.04 Original Effective Date: 7/24/2014 Date of Last Revision: 9/23/2021</p>
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Challenged Materials Policy

Mead Public Library Vision

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

Mead Public Library Mission

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

Mead Public Library Values

Service, Inclusiveness, Innovation and Enrichment

In its selection of materials, programs, art, and exhibits, the Mead Public Library endorses the [Library Bill of Rights](#) and the [Freedom to Read Statement](#), and the [Equity, Diversity, Inclusion Interpretation of the Library Bill of Rights](#) as adopted by the American Library Association. Additionally, the Library endorses ALA’s interpretation of the Library Bill of Rights as it applies to [library programs, exhibit spaces, art, and displays](#). The United States Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. Therefore, any attempt, be it legal or extralegal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not diminished.

In order to request that material, programs, art, or exhibits be considered for exclusion or removal from the library, a patron must do the following:

1. Be a resident of the City of Sheboygan OR a non-librariated area of Sheboygan County. Residents’ taxes from these areas pay for the materials held by the library; therefore, only residents may request that a material be reconsidered.
2. Be a Mead Library card holder.
3. Have either read the material, or seen/heard the program or art exhibit, in its entirety
4. Have reviewed the Mead Public Library [Collection Development Policy](#), [Program Policy](#), [Art Policy](#), and/or [Community Bulletin Board Policy](#) AND the [Library Bill of Rights](#).
5. Complete the Mead Public Library “Request for Reconsideration of Library Materials, Programs, Art, or Exhibits” form. Only completed forms will be reviewed by the library. The library does not respond to anonymous phone calls, rumors, or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.
6. Individual titles or art pieces will only be reviewed once every five years, unless substantial content changes have been made.

If the nature of the concern applies to a perceived lack of material, programs, art, or exhibits on a given subject or point of view, a patron must do the following:

1. Be a resident of Sheboygan County. Sheboygan County residents taxes pay for the materials held by the library; therefore, only residents may request that a material be reconsidered.
2. Have searched the [Monarch Catalog](#) to verify that subject or interest area is not represented in our collection; have submitted a [request for purchase](#), community program proposal, and/or items for the community bulletin board or exhibit space that were rejected despite alignment with the applicable policies.
3. Have reviewed the Mead Public Library [Collection Development Policy](#), [Program Policy](#), [Art Policy](#), and/or [Community Bulletin Board Policy](#) AND the [Library Bill of Rights](#).
4. Complete the Mead Public Library “Request for Reconsideration of Library Materials, Programs, Art, or Exhibits” form. Only completed forms will be reviewed by the library. The library does not respond to anonymous phone calls, rumors, or voiced concerns according to the reconsideration process; however, alternative formats to the form will be made available upon reasonable request.

Complaints will be considered by a review committee appointed by the Public Services Manager. The committee’s recommendations will be sent to the Director who will make the decision regarding the request. The Library Director will notify the patron of the decision.

If the patron is not satisfied with the response, the patron may ask that a review of the request for reconsideration be done by a review committee consisting of two members of the Library Board, two community experts, and one staff person as appointed by the Library Director. The Library Board will make the final decision regarding the request based on this committee’s recommendation. The Library Director will inform the patron of the decision. Content under reconsideration will remain accessible in the library until a determination has been made.

No duly selected materials, programs, or exhibits whose appropriateness is challenged shall be removed from the library except upon the recommendation of the review committee, with the concurrence of the Library Director, or upon formal action of the Board when a recommendation of the review committee is appealed to it.



MEAD LIBRARY

Mead Public Library

2022 Holiday Schedule

NOTE: 2021 New Year's Eve: Friday, December 31, 2021

The following are the dates for the recognized holidays for 2022 fiscal year:

1) New Year's Day	Monday, January 3, 2022
2) Friday Before Easter	Friday, April 15, 2022
3) Memorial Day	Monday, May 30, 2022
4) Independence Day	Monday, July 4, 2022
5) Labor Day	Monday, September 5, 2022
6) Thanksgiving Day	Thursday, November 24, 2022
7) Day After Thanksgiving	Friday, November 25, 2022
8) Christmas Eve	Friday, December 23, 2022
9) Christmas Day	Monday, December 26, 2022
10) New Year's Eve	Friday, December 30, 2022
11) New Year's Day	Monday, January 2, 2023

NOTE: 2022 New Year's Day Saturday, January 1, 2022 and Sunday, January 2, 2022 (Not paid holidays, however the Library is closed to observe New Year's)

NOTE: 2022 Easter Sunday Sunday, April 17, 2022 (Not a paid holiday, however the Library is closed to observe Easter)

NOTE: 2022 Christmas Day Saturday, December 24, 2022 and Sunday, December 25, 2022 (Not paid holidays, however the Library is closed to observe Christmas)

NOTE: 2022 New Year's Eve/2023 New Year's Day Saturday, December 31, 2022 and Sunday, January 1, 2023 (Not paid holidays, however the Library is closed to observe New Year's)

Maintenance Project list 2021

Updated 12/1/21

Holocaust & Local History Room – waiting for quotes on mobile display options

SE fence – PO sent out awaiting materials and installation

Rocca Room kitchen update – quoted awaiting space study plan

Fire Panel replacement – handed off to city purchasing agent, hiring of engineer to set scope

Donor Wall – work in progress, old display removed prepping for new display

Furniture replacement – “Sample” chairs are in place near fireplaces on 1st and 2nd, plastic chairs to replace wooden ones are onsite, awaiting managers to decide to have full capacity seating to put on floor

HVAC Controls upgrades Phase III – project 98% complete, progress ongoing

Media & Radio Rooms – Media room on hold, radio room basically complete for now

Loft Lighting switching – should be completed today

Poetry Bookshelves – completed

Sliding Entrance Doors – completed

Public Conference Room 2 – completed

Server Room & Switches emergency power – completed

Emergency Lighting additions/repairs – completed

Santino desk – completed

Fencing off loading dock area – Completed

Renovation of Staff Lounge –completed

Steel Gate & Fence – Completed

Update Office Furniture – completed

AC in Page Room – completed

Painting 2nd Floor – completed

LED Lighting updates – completed

Countertop seating along 1st & 2nd floor windows – completed

Type	Name	November 2020	November 2021	Monthly 2020 vs 2021	Year-to-date 2020	Year-to-date 2021	YTD 2020 vs 2021
Circulation Transactions	Adult Materials	18514	17916	-3%	202538	207329	2%
	Teen Materials	905	1105	22%	10839	11993	11%
	Children's Materials	8919	13119	47%	93395	133501	43%
	Total Adult/Teen/Children's Materials	28338	32140	13%	306772	352823	15%
Materials Shared With Other Libraries	Items provided to other libraries from Mead	8539	8307	-3%	64920	98936	52%
	Items received for Mead patrons from other libraries	5477	4843	-12%	54134	56291	4%
	Total Interlibrary Loans (Transits)	14016	13150	-6%	119054	155227	30%
E-Content Checkouts	Books and audiobooks (Libby, Hoopla, RB Digital)	6267	6513	4%	77608	74656	-4%
	Music (Hoopla)	0	97	No Data	909	710	-22%
	Video (Hoopla, Kanopy)	1	686	68500%	7656	7102	-7%
	Magazines (RB Digital)	427	190	-56%	3009	2102	-30%
	Total E-Content Checkouts	6695	7486	12%	89182	84570	-5%
Library Visits	Gate count	10406	16632	60%	127900	144946	13%
Research Inquiries	Research Inquiries	4105	4522	10%	34805	34824	0%
Internet Usage Provided	Library Workstation Sessions	1201	2012	68%	17338	28602	65%
	Wireless Sessions	3909	5901	51%	44966	54324	21%
Number of Library Card Holders	Sheboygan Residents				32166	33019	3%
	Non-Sheboygan Residents				8683	8227	-5%
	Total Number of Library Card Holders				40849	41246	1%
Classes, Seminars, Workshops, Events	Children (0-11) Quantity	7	44	529%	191	231	21%
	Children (0-11) Participants	240	821	242%	4521	7271	61%
	Teen (12-18) Quantity	0	5	No Previous Year Data	15	14	-7%
	Teen (12-18) Participants	0	57	No Previous Year Data	381	251	-34%
	Adult (18+) Quantity	0	25	No Previous Year Data	192	157	-18%
	Adult (18+) Participants	9	392	4256%	4236	5755	36%
	Total number of Classes, Seminars, Workshops, Events	7	74	957%	398	402	1%
Total number of Participants	249	1270	410%	9138	13277	45%	
Conference Room Utilization	Rocca Meeting Room	#N/A	47%	No Data	9%	26%	17%
	Loft Meeting Room	#N/A	26%	No Data	7%	11%	3%
	2nd Floor Small Meeting Room	#N/A	17%	No Data	8%	9%	1%
Study Rooms Utilization	Study Rooms Hours Used	88.5	391	342%	1975.5	2619.5	33%
	Percent Utilization	23%	27%	4%	28%	24%	-4%
Volunteer Hours	Volunteer Hours	60.15	218.39	263%	2325.34	1522.09	-35%

Friends of Mead Public Library
Board Minutes
November 17, 2021

The meeting of the Friends of Mead Public Library Board was held at 9:30 a.m. on Wednesday, November 17, 2021 in the Rocca Room at Mead Public Library. Present were: Boldt, Giesen, King, Loth, Mahlendorf, Mitch, Nelson, Quicker, Schoenenberger, Shirk, VanCalligan, Zimmermann, DeAmico and Mehn.

1. Call to Order- Boldt

- Meeting called to order at 9:30 a.m. with a quorum present.
- Boldt introduced guests Samantha Olson and Barb Wiese who are interested in serving on the Friends board and were invited to attend this months' meeting.

2. Friends Member Comments- None

3. Minutes of the October 2021 Meeting-Giesen

- Minutes from the October meeting were distributed electronically.
- Giesen stated that there was an addition to the minutes. The addition is under Good of the Order and reads as such: *Giesen asked for permission to proceed with obtaining an updated contact with Artists in Cellophane for the Art-O-Mat. The current contract is from 2004 when the Art-O-Mat was installed. Board in favor of proceeding.*
Motion made and seconded to accept the October minutes with the addition.
Motion passed.

4. Treasurer's Report- Giesen/ DeAmico

- The treasurer's report for October 2021 was distributed electronically. Giesen reported that the quarterly statement from H.C. Denison ending 9/30/21 had been received. Investment funds continue to perform well. De Amico answered questions regarding our account.
- Giesen reported that the director/officer liability insurance had been paid and that the Friends raffle license though the State of WI had been renewed.
- No additions or corrections to the financial report and it will be filed for audit.
- De Amico explained that she had received letters from the Wisconsin Department of Revenue stating that neither the Friends nor the Foundation had their own CES numbers (Certificate of Exempt Status). DeAmico completed the necessary paperwork for both groups and filed with the State Department of Revenue. Copies of the CES paperwork are on file.
- Giesen thanked Boldt, Mitch and Van Calligan for being on the budget committee. Giesen distributed copies of the Mead 2022 Wish List and the Friends proposed 2022 budget. Discussion followed and questions answered. Loth stated that the Renaissance Society Reception should be

Treasurer's Report- Cont'd

corrected to say Foundation Reception. Motion made and seconded to accept the proposed 2022 budget as presented. Motion carried.

5. Bookstore Report- Mitch

- Mitch reported that the final sales total for the three- day book sale was \$4110.25. She thanked all those who volunteered.
- Mitch reported bookstore sales (including volunteer sales) for October were \$533.83, eBay sales were \$679.15. She also reported that eBay sales were started on 2016 and our three- year total in sales is \$9307.
- Mitch stated that she and her husband Charlie will continue to do eBay sales.
- Mitch passed around an informational sheet that showed bookstore stats including items sold on eBay and the amount.

6. Liaison Report- Mehn

- Mehn reported that she is in the process of putting the newsletter together and plans to send it out the second week of December. Included currently is a recap of the annual book sale, information about the annual meeting on January 19 and information about the 50th anniversary events planned for 2022. Additional articles need to be submitted to Mehn as soon as possible.
- Mehn shared copies of the invitation for the annual meeting that she plans to send out the second week of December. Several suggestions were offered and noted by Mehn.
- Mehn is no longer setting up the equipment for a Zoom meeting for the FMPL board meetings. If a board member wishes to attend virtually via Zoom, please contact Mehn directly.

7. Foundation Report- Loth

- Loth stated that the Foundation was meeting today, Wednesday, November 17, 2021 at noon. She will provide a report at our next meeting.

8. Unfinished Business

- **Quilt Raffle- Quicker**
 - Quicker brought the quilt in for the board to see. It is valued at \$800. She asked its creator Peggy VanderSandee to attend the raffle drawing on May 14, 2022 so Peggy can draw the winning raffle ticket. Tickets for the raffle items will sell for \$5.00 apiece.
- **50th Anniversary Celebration- Mehn**
 - Mehn shared a handout with a breakdown for each of the four events planned for the 50th anniversary and the proposed budgeted expenses for each.
 - Further discussion followed as Mehn detailed each event and answered questions. Suggestions were noted.

Unfinished Business Cont'd-

- Mehn stated that the large display case has been reserved for March to display all three raffle items.
- In regards to the service plaque award, Mehn will be sending out invitations to the annual meeting to our three honorees and asked that personal contact be made to each one by a board member prior to the invitations going out. Giesen stated she has already contacted Dodie Kolb. Quicker will contact Audrey Kruger and Mitch will contact Fred Zimmerer. Quicker will contact the families for the two in- memoriam honorees.
- Mehn made note to everyone that the time and location for the annual meeting was changed. Time is 10 am to noon and it will be held in the Rocca Room. This was to accommodate the service award ceremony and the program by Lil' Rev.
- **Nomination Committee-King**
 - King reported that the slate for the board of directors to be voted on at the annual meeting is complete. It will include the four current board members up for re-election and the additional names of Samantha Olson and Barb Wiese.
- **Service Recognition Plaque- Giesen/Quicker**
 - Giesen reported that she and Quicker had ordered the plaque.
- **CRM (Customer Relation Management) Software- Shirk**
 - Shirk stated that a demo of each software product had been included in the original email that she had sent. Not everyone had reviewed and Shirk was asked to send the email out again.
(Action Item)
 - Tabled for further review and discussion.
- **Art-O-Mat Contract- Giesen**
 - Giesen stated that she had contacted Clark Wittington at Artists in Cellophane and that a new contract will be sent so that updated signatures can be obtained. Item will be added to the agenda when the new paperwork is received and completed. **(Action Item)**

9. Correspondence and Announcements- None

10. New Business

- **Dues Increase- King**
 - In the interest of simplifying the Friends due's structure and clarifying when dues are due, King presented the following motion: *I move that we raise the dues for membership in the Friends of Mead Public Library to the following: Individual \$25/year, Family (2 adults and children under 18) \$40/year, and Lifetime \$375 with all dues payable in January.* Motion was seconded. Discussion followed. Motion passed.

- **Community Read- Shirk**
 - Shirk asked if the Friends would be interested in partnering with Mead Library to sponsor a community read event for 2023-2024. Grants are available through the National Endowment of the Arts.
 - Board indicated interest in the project and DeAmico suggested that Shirk contact Melissa Prentice about partnering on the project.
 - Tabled as more information is gathered. **(Action Item)**
- **Christmas Tree Decoration- Mehn**
 - Mehn stated that she has a group from Kohler High school coming next week to decorate the Christmas tree that will be in the quiet study area.
 - Giesen stated that the Friends will decorate the Christmas tree for the first floor on Monday, November 29 at 10 am. Crew members are Schoenenberger, Van Calligan and Carol Miller.
- **December Board Meeting**
 - A combined business and social meeting will be held in December.
 - King volunteered to make arrangements at The Bull if possible.
 - King will handle alternate arrangements as needed.
- **News from the President- Boldt**
 - Citing personal family matters and her re-enrollment in her college studies, Boldt announced that she will be stepping down as board president and from the board effective January 1, 2022.

11. Good of the Order

- Giesen shared that a life membership had been received from Robert Simmelink of Sheboygan Falls.
- Giesen shared that a very generous donation of \$5000.00 had been received from Stephanie and Michael Larson of Sheboygan

12. Next Meeting- Wednesday, December 15, 2021 Time and Place TBD

13. Meeting Adjourned at 11:05 a.m. by Boldt

Submitted by,

Marge Giesen, Secretary/Treasurer

Actions Items

- ✓ **50th Anniversary Committee Update- Mehn**
- ✓ **CRM software/demo update- Shirk**
- ✓ **Art-O-Mat contract- Giesen**
- ✓ **Community Read Update- Shirk**