

*****ATTACHMENTS*****

Minutes
Mead Public Library
Board of Trustees
November 19, 2020

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, November 19, 2020 in the City Hall Common Council Chambers. The following Board of Trustees members were present: Board President Maeve Quinn. Trustees attending remotely: Meg Albrinck, Chris Campe, Alderperson Mary Lynne Donohue, Marcos Guevara, Vice-President Kathie Norman, and Sherry Speth. Staff members present: Director Garrett Erickson. Staff attending remotely: Business Manager Debbie DeAmico, Administrative Assistant Sydney Mehn, Support Services Manager Cheryl Nessman and Public Services Manager Melissa Prentice. Board members absent: Nancy Mannchen and Kyle Whelton

1. OPENING OF MEETING:

- 1.1 CALL TO ORDER AND DETERMINATION OF QUORUM – MAEVE QUINN, PRESIDENT. Quinn called the meeting to order at 3:03 p.m. She determined there was a quorum present.
- 1.2 PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.
- 1.3 PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.
- 1.4 APPROVAL OF MINUTES. Donohue **moved** to approve the minutes from the October 22, 2020 meeting, Norman **seconded** the motion. The motion **passed**.
- 1.5 CORRESPONDENCE, ANNOUNCEMENTS AND COMMON COUNCIL REPORTS
Quinn noted the innovation and creation of library staff ideas and the ability to adapt in these challenging times.

2. COMMITTEE REPORTS

- 2.1 FINANCE REPORT: 1). REVIEW AND APPROVE PAYMENT OF EXPENDITURES (INCLUDING PAYROLL) AND SPECIAL REVENUES (INCLUDING GRANTS). 2). RECEIVE MONTHLY 2020 BUDGET STATUS REPORT TO DATE. 3). REPORT OF GIFTS RECEIVED - DEBBIE DEAMICO Albrinck **moved** to approve the payment of expenditures and special revenues. Speth **seconded**. The motion **passed**.
- 2.2 HUMAN RESOURCES COMMITTEE – KATHIE NORMAN, CHAIR. REPORT OF 11/13/20 MEETING Norman reported on the committee’s work of updating all current job descriptions, as well as the Director’s annual evaluation process.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

- 3.1 TABLE OF ORGANIZATION Norman **moved** to approve the TO as presented. Campe **seconded**. The motion **passed**.
- 3.2 FOUNDATION 2021 LIST OF APPROVED PROJECTS Erickson discussed the approved Wishlist from the Foundation. Donohue **moved** to approve the list of projects. Albrinck **seconded**. The motion **passed**.

- 3.3 COVID SERVICE RESPONSES Erickson discussed the updates to staff diagnoses and the extent of tracing and testing that was done post diagnoses. Services in the past week have changed because of staff being out. Erickson decided to act by closing off 2nd and 3rd floors due to reduction of staff. In order to be consistent, this will be in place for a length of time.
- 3.4 COMMON COUNCIL APPROVAL OF 2021 BUDGET Erickson updated the board on the Common Council's approval of the 2021 budget with no changes since last time.

4. DIRECTOR'S REPORT

- 4.1 UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the upcoming and continuing programs: Comic-Con Drive Thru had 85 people, hands-on pop art saw 43 people, wizard academy has been successful so far, Storytime and craft kits continue, and plan for New Year's Eve party pack as well as a dance party mix on YouTube channel are upcoming. Prentice updated on the limitations in service and how things are going. Noted that computer/faxing/printing services are absolutely essential. She also discussed the function that allows staff to check the number of patrons in the library at any given time and noted that there are almost never more than 30 people inside at a time which feels comfortable in terms of limitations.
- 4.2 UPDATE FROM SUPPORT SERVICES Nessman reported poetry has been reclassified and hoping to be moved to first floor. Additional items to be added to "library of things", and tech services staff will most likely be pulled to work on desk shifts in order to help with staffing shortages.
- 4.3 UPDATE ON BUILDING PROJECTS Erickson reported on the project list noting the progress made in the various projects such as furniture updates, also near to starting redo of staff lounge. Lastly, maintenance will be doing some painting on 2nd floor while it is closed.
- 4.4 MONTHLY STATISTICS Statistics were presented and no issues were noted.

5. LIAISON REPORTS

- 5.1 MONARCH LIBRARY SYSTEM – NANCY MANNCHEN Agenda item was tabled until the next meeting in Mannchen's absence.
- 5.2 MEAD LIBRARY FOUNDATION – MAEVE QUINN / KATHIE NORMAN Quinn reported that the Wishlist items were approved. Advisory committee and Yuletide gala have been cancelled but interactions have/will be made. Finally, the donor wall options are being explored. Norman reported the finance committee had met and were very happy with the revenue stream.
- 5.3 FRIENDS OF MEAD -SYDNY MEHN Mehn reported that the Friends had not met this month due to a lack of actionable agenda items.

6. UPCOMING MEETINGS

- 6.1 LIBRARY BOARD OF TRUSTEES – (December TBD @ TBD for Director Evaluation)

7. ADJOURN

7.1 MOTION TO ADJOURN Donohue **moved** to adjourn the meeting, Campe **seconded**.
The motion **passed**. Being no further business, the meeting adjourned at 3:42 p.m.

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