MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES

August 19, 2026, at 5:00 PM

Mead Public Library, Rocca Room 710 N 8th Street

Barbara Alvarez, Erin Bremser, Kurt Jensen, Susan Kuck, Kathie McNellis, Kathie Norman, and Maeve Quinn   Virtual: Jeanne Pfeiffer
Staff: Hugo Cardenas, Garrett Erickson, Evan Grossen, Aleah Hill, Cheryl Nessman, and Pattie Pilz
Special Guest: Patrick Glynn

1. Call to Order
   President Alvarez determined a quorum and called meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments – none

4. Approval of Minutes
   a. Jensen moved to approve minutes from July 15, 2026. Quinn seconded. Motion passed

5. Correspondence, Announcements, and Common Council Report – none

6. Boldpath Consulting Presentation - Patrick Glynn
   a. Presented study entitled, "Supervisory Structure and Classification Hierarchy"
      i. Study was compiled from survey responses from six peer libraries/staff interviews
      ii. Overall conclusion was the ratio of staff to managers was too vast and workload on managers and supervisors was unsustainable
      iii. Mead has the leanest supervisory footprint as compared to the six peer libraries
   b. Recommendations
      i. Reinstate supervisory structure similar to the one that was in place prior to budget cut/freeze
         1. Add two additional supervisors to support staff on second and third floors
            a. Youth Services Manager
            b. Adult Services Manager
         2. Stage 1
            a. Lead Clerk will support Circulation Supervisor
            b. Duties will include scheduling tasks and mentoring clerks
         3. Stage 2
            a. Add third supervisor role where it fits the best
   c. Stressed importance of new supervisors getting trained in supervision
   d. Glynn is willing to give presentation to Common Council if needed

7. Concorde Facilities Presentation - Hugo Cardenas

    a. Presented the "City of Sheboygan Mead Public Library Facility Condition Assessment Summary Report"
    b. Report to be used as a guide for City
    c. Mead at a Facility Condition Index of .06
    d. Assets were inspected

8. <u>Facilities Department Update</u> - Hugo Cardenas
    a. Cardenas is the new City of Sheboygan Facilities Manager
    b. Construction begins on August 24, for the new Sensory Room
    c. Bathroom remodel quote came in at $503K
    d. Will be installing a fence around the water feature for safety at $148K funded by the City
    e. Cardenas is creating plan to improve the landscaping around the library for 2027
    f. Cardenas will present the Capital Improvement Plan (CIP) building needs to the City Administrator and Common Council

9. <u>Consent Agenda</u>

    Norman <u>moved</u> to adopt the consent agenda. McNellis <u>seconded</u>. Motion <u>passed</u>

    a. Resignation - Julia Hart
    b. Facilities Report
    c. Security Update
    d. Monthly Statistics
    e. Monarch Library System
    f. Mead Library Foundation
    g. Friends of Mead

10. <u>Committee Reports</u>
    a. <u>Review and Possible Action on Payment of Current Expenditures including Payroll and Special Revenues</u> - Evan Grossen
        i. Erickson presented June financial reports
        ii. $3.8 million collected of the anticipated $4.8 million
        iii. $803K remaining to be allocated to the library, which will show up in the August report
        iv. $2.2 million was spent of the $4.5 million for wages/benefits, which is at 40% of total allocation
        v. Donation purchases will be adjusted to rectify variances
        vi. Accounts Payable includes large projects (shelving project and the Engberg Anderson plans)
        vii. Nessman stated that we anticipate a check from Monarch in the amount of $75K which isn't yet represented in the report
        viii. Quinn <u>moved</u> to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck <u>seconded</u>. Motion <u>passed</u>
    b. HR Committee – Susan Kuck
        i. Job descriptions and Table of Organizations were reviewed
        ii. Grammatical and spelling errors were pointed out

<u>12.</u> <u>Items for Discussion and Possible Action</u>
    a. Updated Job Descriptions – Garrett Erickson

i. Clerk Lead
    1. Anticipate filling in 2027
    2. Assists Circulation Supervisor
    3. Fulltime
    4. Anticipating salary grade 5, still awaiting decision by HR Consultant
    5. City will pay for benefits for this position
ii. Library Assistant – Technical Services
    1. Combine Library Assistant and Technical Services position
    2. Fulltime
    3. To be filled immediately
iii. Library Assistant – Security
    1. Anticipate filling in 2026
    2. Combine Library Assistant and Security Monitor position
    3. Fulltime
    4. Will have set schedule for security and act as backup for desks
iv. Youth Services Manager
    1. Anticipate filling in 2027
    2. Full time
    3. Salary grade 15
v. Jensen moved to approve the Clerk Lead, Library Assistant-Technical Services, Library Assistant-Security and Youth Services Manager positions with corrections as stated during the meeting. McNellis seconded. Motion passed

b. Updated Table of Organization – Garrett Erickson
    i. Three drafts were presented
        1. Current (July) version
        2. Aug 2026
            a. Add Library Assistant/Security Monitor
            b. Add Library Assistant/Cataloger
            c. Shift Library Assistant from Youth Services to Adult Services
        3. Jan 2027
            a. Add Clerk Lead
            b. Add Youth Services Manager
    ii. Quinn moved to approve the two new proposed Table of Organizations to reflect when new positions will be added. Bremser seconded. Motion passed.

c. Approve 2027 Budget – Evan Grossen/Garrett Erickson
    i. Draft budget was reviewed
    ii. Wages and benefits were estimates at this point
    iii. Financial service fees increased by 63%
    iv. Software maintenance budget increased by 5%
    v. Vehicle/parking expenses decreased by 33% which is in line with current staffing
    vi. Electrical increased by 2.9%
    vii. Natural gas increased by 10%
    viii. Vending revenue was removed due to vending machines being removed
    ix. Part-time salaries are currently combined with full-time salaries but will be segregated in future budgets
    x. Kuck moved to approve the draft 2027 budget as presented. Quinn seconded. Motion passed.

13. Director's Report

a. Services and Programming – Erickson
    i. Report prepared by Nessman and Hill was reviewed
    ii. Slow rollout of the Bags, Backpacks and Personal Items Policy and the no sleeping section of the Code of Conduct Policy
    iii. Holding off enforcing cart/wagon portion of Code of Conduct as there were some issues with the elderly needing carts

14. Motion to Adjourn

a. Meeting was adjourned at 6:44 p.m.
b. Norman left meeting at 6:15 p.m.

Next Meeting September 16, 2026, at 5:00 p.m. in the Rocca Room.