



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 16, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

Members (in-person): Erin Bremser, Julia Hart, Jim Hollister, Jeanne Pfeifer, Maeve Quinn, and Angela Ramey
Members (virtual): Meg Albrinck, Sherry Speth, and Andre Walton
Staff: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Pfeiffer called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments
None
4. Introduction of New Board Member Erin Bremser
Board members introduced themselves to new board member Bremser.
5. Approval of Minutes
Quinn moved to approve the amended September 18, 2024, minutes. Hollister seconded. Motion passed.
6. Correspondence, Announcements, and Common Council Reports
None.

COMMITTEE REPORTS

7. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues
Grossen reviewed the September accounts payable and budget reports. Wages and benefits are on target. The \$100,000, received from Monarch, will be receipted this month. Hart moved to approve payment of current expenditures, payroll, and special revenues. Speth seconded. Motion passed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. 2025 Mead Holiday Schedule
Quinn moved to approve the Mead 2025 holiday schedule. Albrinck seconded. Motion passed.
9. Code of Conduct Policy
Modifications to the draft Code of Conduct policy were reviewed. Hollister moved to approve the Code of Conduct Policy as revised. Quinn seconded. Motion passed.
10. Consent Agenda
Norman to draft a consent agenda policy for Mead utilizing language already in use by the Common Council.

11. 2025 Budget

Erickson shared that the Committee of the Whole will review the proposed 2025 budget on October 21, followed by a public hearing. At this meeting, department heads will be present to answer questions from alders. The Common Council is scheduled to vote on approving the 2025 budget on November 4.

DIRECTOR'S REPORT

12. Building Projects

- Erickson reported that the front foyer flooring is being worked on. The vendor agreed to complete the project prior to election day.
- The Foundation agreed to pay for architectural drawings of several upcoming projects. The architect will begin work upon receipt of the payment.
- A new Automated Materials Handling (AMH) system has been selected. We are working with Bernie Rammer, city purchasing agent, to acquire it.
- The holds lockers have reached capacity multiple times this month. We are now marketing this service on social media. In the first two weeks of October, over 10% of patrons are using this for picking up their holds. We are considering the addition of a new column of lockers to extend the capacity's system by about 15 lockers. Hart asked if the new lockers will be ADA accessible via a car. Erickson stated we cannot make it ADA accessible without endangering the safety of patrons, employees and volunteers because the road to access the lockers is where people walk. Prentice shared that Mead still offers curbside pickup for patrons with disabilities. She added that materials in the lockers remain there for three days.

13. Services and Programming

- Nessman's report was reviewed.
- Prentice shared that the Great Decisions program has wrapped up for 2024. It averaged around 30 people per session.
- In 2024, we had 272 entries in the Scary Story Contest as compared to approximately 90 last year.
- The MilliporeSigma cube will be parked outside of Mead. Its focus is on teaching science to children. Free little educational backpacks will be distributed to youth.
- In partnership with Elevate, which recently wrote an ARPA grant, a youth social worker is likely to be stationed at Mead for the next two years, starting in November 2024. Elevate will provide the employment support for this position. The library will provide office space for the position in order to discuss private matters with patrons needing assistance.

14. Security Update

Erickson was granted permission by the Board of Trustees to simplify this report by replacing some of the reporting details with information that the Board would like to see such as the number of incidents/exclusions that occurred since last meeting. Erickson stated that we can modify this report to track referrals.

15. Monthly Statistics

We can also add data on the number of patrons who have used the holds locker. Both recommended changes were positively received by the Board.

LIAISON REPORTS

16. Monarch Library System

Quinn reported that their next meeting is scheduled for October 24.

17. Mead Library Foundation
Norman was absent. Nothing to report.

18. Friends of Mead
Pilz reported that the Friends did not meet this month due to prepping for the book sale scheduled for October 17, 18, and 19.

UPCOMING MEETINGS

19. Library Board of Trustees
Our next meeting will be on November 20, 2024 at 5:00 p.m. in the Rocca Room.

ADJOURN

20. Motion to Adjourn
Hart moved to adjourn the meeting. Quinn seconded. Motion passed.