

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, May 26, 2022

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Maeve Quinn, President** All trustees may attend the meeting remotely. Quinn called the meeting to order at 7:01 p.m. and determined a quorum. Members **Present:** Albrinck, Campe, Guevara, Norman, Quinn, Speth, and Walton
Members Absent: Alvarez, Bulson, Salazar
Staff Present: DeAmico, Erickson, Mehn, and Prentice
2. **Pledge of Allegiance** Quinn led the group in the pledge of allegiance.
3. **Public Comments [5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County] (Please sign in prior to meeting)** There was no public comment.
4. **Correspondence, Announcements, and Common Council Reports** There was no correspondence, announcements, or Common Council reports.
5. **Approval of Minutes - April 28, 2022** Walton **moved** to approve the minutes from the 4/28/22 meeting. Speth **seconded**. The motion **passed**.

COMMITTEE REPORTS

6. **Review and Possible Action on Payment of Current Expenditures, Including Payroll and Special Revenues (Grants, Gifts, and Donations)** Walton **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck **seconded**. The motion **passed**.
7. **Receive 2022 Budget Status Report to Date** The 2022 budget report was received and found to be in good order.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Discussion and Possible Action on 125th Anniversary** Quinn updated the group that she will have a date for a 125th Anniversary staff celebration at next month's meeting. She also passed around the draft of the historical panels, which will be emailed out to virtual board members.
9. **Discussion and Possible Action on Disc Repair Machine** Erickson updated the group on the issues that have been gradually increasing with the status of the discs in our collection. He indicated that there is a machine that the library is looking to purchase, the machine would be able clean 50 discs at a time, however the machine costs approximately \$21,000. Speth **moved** to approve the purchase of the machine via the 850 funds. Walton **seconded**. The motion **passed**.
10. **Discussion and Possible Action on Inservice Dates**
Fall: September 30
Spring: TBD Erickson discussed the need for staff to have Inservice dates for training. Albrinck **moved** to

approve the closure of the library for the Inservice dates as presented. Speth **seconded**. The motion **passed**.

11. **Discussion and Possible Action on Reserve Fund** Erickson discussed the reserve fund name and the issues that have arisen with recent funding. Erickson would like to rename the fund the MPL Facilities Maintenance Reserve Fund in order to allow for flexibility with those funds to possibly cover other potential expenses. Quinn **moved** to rename the MPL Roof Replacement Fund to the MPL Facilities Maintenance Reserve Fund. Walton **seconded**. The motion **passed**.
12. **Discussion and Possible Action on Fire Panel** Erickson discussed the fire panel update needs, as discussed at a previous meeting. An update to the quote has been made, including updated codes. The cost is going to now be approximately \$225,000, which is more than double the first quote. We are unsure how this will be paid for, as the fire panel had originally been part of CIP, of which the city had agreed to pay 50%. With the increased price, we are unsure if the city will even cover half of the new quote. Quinn will be working with the city administrator to find out how this project will be funded. In the meantime, Walton **moved** to approve the new fire panel bid utilizing funding from the city as much as possible, and only utilizing the MPL Facilities Maintenance Reserve Fund to help fund the difference of the project. Albrinck **seconded**. The motion **passed**.
13. **Discussion and Possible Action on Job Description Questionnaire Study** Erickson discussed the job description questionnaire study, and the timeline associated with it. He discussed that there is very little he could share on it for the time being, and no specifics can be shared on various positions, but more information will be provided to city employees in the coming days. Quinn noted that through state statutes, our board determines salary levels, job descriptions, and individual compensations, and that it is within our rights to step away from the city's salary scale.

DIRECTOR'S REPORT

14. **Discussion of Whole Person Librarianship Training** Prentice discussed the training sessions that staff and trustees attended. She noted the appreciation of staff hearing from other libraries that are experiencing the exact same things as us. She discussed the need to begin operationalizing the reflective practice piece of decompressing after experiences. Trustees discussed the need to think of more unique ways to address the needs in the community.
15. **Update on Building Projects** Erickson the building projects, noting that they are the projects that were discussed earlier, and that funding would be sought from city sources first.
16. **Update on Services and Programming** Prentice discussed the steady increase in programs and program attendance over the last month. She discussed Comic Con in May which saw about 400 people, and noted that Sumer Reading Program has officially kicked off with over 200 kids already signed up. Looking ahead, the Acuity Kickoff Carnival will again happen this year on June 14th, and we will also be having another stuffed animal sleepover fieldtrip to the Milwaukee Art Museum. She next discussed the Sheboygan Children and Teens Book Festival status, noting that the organization is officially defunct. It ran for 10 years and was a wonderful community event. Remaining funds from the organization will be distributed back to the local participants.
17. **Security Update** Prentice presented the security stats. She noted that five more categories have been added which helped to narrow down specific data. She shared a sad but heartwarming interaction story that Santino had experienced, which was a great reminder of the positive difference we make in people's lives every day here at the library.
18. **Monthly Statistics** Erickson discussed the monthly statistics. He noted that we are not getting or loaning as many materials from other libraries, but all other numbers are starting to jump back up. The gate

count in particular was up 66% from last year. Erickson discussed removing the specific line items from the e-content stats and having only a totals line. Mehn will work with IT to implement this change.

LIAISON REPORTS

19. **Monarch Library System - Maeve Quinn** Quinn reported that the Monarch Library system is undergoing some current staff changes and would be working on that. She further noted the challenges associated with the higher gas prices and operating the bookmobile.
20. **Mead Library Foundation - Kathie Norman** Norman reported that the Foundation is moving forward with funding a staff scholarship, details of which will be released in June. She also briefly discussed the market downturn, and the expected turbulence of the financial market in the future. She lastly reported that the 125th anniversary mailing campaign has gone out and the approximately \$15,000 goal is well in sight with just over \$11,000 already raised.
21. **Friends of Mead - Sydney Mehn** Mehn reported that the Friends will be participating in the 2022 Night Markets on June 24th, July 29th, and August 26th. Mehn also noted the successful open house and raffle from a few weeks prior, and the next upcoming event for the Friends 50th anniversary which will be a scavenger hunt in the children's room. Finally, Mehn noted that the Friends had also approved a scholarship for staff, which was detailed in the attached minutes, and will be announced to staff in conjunction with the Foundation's scholarship.

ELECTION OF OFFICERS

22. **Nominations from The Floor and Election of Officers for 2022-2023 (Closed Ballot Permitted) - President - Vice President** Norman moved to nominate Quinn for President. Walton seconded. The motion unanimously passed. Albrinck moved to close the nominations for President. Norman seconded. The motion unanimously passed. Speth moved to nominate Norman for Vice President. Albrinck seconded. The motion unanimously passed. Guevara moved to close the nominations for Vice President. Walton seconded. The motion unanimously passed. Norman moved for the elections to be closed with a unanimous ballot. Walton seconded. The motion passed.
23. **Remarks from Outgoing and Incoming Officers** Quinn thanked the board and expressed her appreciation.
24. **Adopt Schedule of Meetings for 2022-2023** Quinn tabled this item until next month as dates and times are still being decided upon.
25. **Appoint Finance Officer for 2022-2023** Quinn appointed Sherry Speth as the finance officer for the 2022-2023 term.
26. **Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Directors of the Mead Public Library Foundation** Quinn confirmed the continued service of both herself and Norman as directors of the Mead Public Library Foundation.
27. **Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board – President** Quinn confirmed herself to continue to serve on the Monarch board as a liaison for Mead.
28. **Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws – President** Committees were updated and a list of members was distributed.
29. **Appoint Ad Hoc Committee Chairs and Members as Set Forth in The Bylaws – President** Ad Hoc Committee chairs were updated and a list of committees was distributed.

UPCOMING MEETINGS

30. **Library Board of Trustees (06/23/22 @ TBD)**

ADJOURN

31. **Motion to Adjourn** Albrinck **moved** to adjourn the meeting. Speth **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 8:30 p.m.

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