

**CITY OF SHEBOYGAN**  
**MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**

**Thursday, September 22, 2022**

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**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 5:00 p.m. and determined a quorum.  
**Members present:** Albrinck, Alvarez, Guevara, Norman, Quinn, Salazar, Speth, and Walton  
**Members absent:** Bulson, Campe  
**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. **Approval of Minutes - 9/9/22** Albrinck **moved** to approve the minutes from the September 9, 2022 meeting. Speth **seconded**. The motion **passed**.
5. **Correspondence, Announcements, and Common Council Reports.** There were no common council reports or announcements. Quinn read a thank you card from the library pages.
6. **Adopt Resolution in honor of the 50th Anniversary of the Friends of Mead Library** Norman **moved** to approve the resolution as presented. Guevara **seconded**. The motion **passed**.

**COMMITTEE REPORTS**

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

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. **2023 City of Sheboygan Budget** Erickson discussed the funding constraints and the options that we have, and presented the recommendation from the library. Because not everything has been entered into Munis yet, the budget is an estimation. Norman **moved** to approve the preliminary budget. Salazar **seconded**. The motion **passed**.
9. **City Job Description Questionnaire (JDQ) Study** Erickson discussed the latest updates to the JDQ study, including the 2022 budget amendment and the next steps that include the staff letters being handed out with the new pay and grades.
10. **125th Anniversary** Quinn discussed the anniversary party for staff, noting that board members will hear in the next few days on the date. Additionally, she noted that the 125<sup>th</sup> celebration panels are up, and are on display on the 1<sup>st</sup> floor.

11. **Patron Grievance Policy** Walton moved to approve the policy as presented with the corrections noted: the section referencing materials should be removed, and a note should be added that any grievance that goes to the director will be reported to the board. Salazar seconded. The motion passed.
12. **Exclusions and Appeals Policy** Albrinck moved to approve the policy as presented. Speth seconded. The motion passed.
13. **Code of Conduct Policy** Walton moved to approve the policy as presented. Norman seconded. The motion passed.
14. **Excessive Demands Policy** Guevara moved to deprecate the the policy as requested. Norman seconded. The motion passed.
15. **Security Update** Erickson presented the security statistics. He further discussed a letter received from Leslie Laster regarding concerns of safety for Security Specialist Santino Laster. Her letter expressed a number of concerns, and requested that Santino be deputized, as well as asked the board to consider allowing him to be able to carry some sort of weapon. The board had a lengthy discussion and asked that Erickson and Prentice go back and do some research on what other libraries are doing with this type of concern and present back to the group the different options.

Alvarez left at 5:57

#### **DIRECTOR'S REPORT**

16. **SRLAAW Report** Erickson discussed the quarterly meeting of System Resource Library Directors, noting that there will be a new merger in the state from the system standpoint, Janesville and Racine. Additionally, there was a warning put out that one political candidate is already crafting laws for censorship of materials in schools and libraries, so to potentially be prepared for that in 2023.
17. **Staff In-Service** In-service will take place next week Friday, 9/30, which will include ALICE training with the Sheboygan Police Department, as well as some scenario-based situations, and an emotional intelligence workshop by CVMIC.
18. **Disc Repair Machine** Erickson showcased the disc repair machine, noting its uses and highlighting its benefits post complaints from patrons.

Salazar left at 6:31

19. **Building Projects** Erickson reported that the fire panel project will start on Monday, which will bring the Library up to code.
20. **Services and Programming** Prentice reported that 1,330 participants from SLP, which is slightly lower than last year, but still great numbers and in line with pre-pandemic numbers. Additionally, the Great decisions program will be upcoming, also a few very popular gardening programs, and girls STEM day in conjunction with Ada Lovelace Day.
21. **Monthly Statistics** Erickson reported on the monthly statistics, noting the uptick in the gate count and programming numbers.

#### **LIAISON REPORTS**

22. **Monarch Library System - Maeve Quinn** Quinn reported that she will be sharing the minutes from the MLS when she has them, as she was not able to attend virtually.

23. **Mead Library Foundation - Kathie Norman** Norman noted that the Foundation will be meeting next week, and that there are a few different programs that they will be sponsoring this year, including the Great Decisions, and the Advisory Committee meeting.
24. **Friends of Mead - Sydney Mehn** Friends minutes were attached and noted.

#### **UPCOMING MEETINGS**

25. Joint Meeting with City Finance and Personnel Committee (9/29/22 @ 5pm)
26. Library Board of Trustees (10/27/22 @ 5pm)

#### **ADJOURN**

27. **Motion to Adjourn** Norman moved to adjourn the meeting. Walton seconded. The motion passed. Being no further business, the meeting adjourned at 6:43 pm.

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*