



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**September 17, 2025 at 5:00 PM**

**Mead Public Library, Rocca Room, 710 N 8th Street**

In-person: Julia Hart, Jim Hollister, Susan Kuck, Jeanne Pfeifer, and Maeve Quinn

Virtual: Meg Albrinck, and Kathie Norman

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments - none

4. Approval of Minutes

a. Hart moved to approve the August 20, 2025, minutes. Quinn seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report - Close

- a. Mead will be closed on September 19 for staff in-service training
- b. Sharon Winkel, former Mead Library Director passed away

6. 6-11. Consent Agenda

Hollister moved to adopt the consent agenda. Quinn seconded. Motion passed.

- a. Monthly Statistics
- b. Monarch Library System
- c. Mead Library Foundation
- d. Friends of Mead
- e. Support Services

12. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues

- a. Accounts payable and YTD budget reports were reviewed
- b. Second installment of the property tax levy from the County were finalized
- c. Wages/benefits slightly under budget
- d. Insurance premiums are under budget
- e. Purchase of Orange Boy software will be funded via the software budget
- f. Contracted Services budget has \$46K remaining which is available for upcoming projects
- g. Hart moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck seconded. Motion passed.

13. Human Resources Committee – Norman

- a. Committee met on September 16
- b. Prentice resigned from her Deputy Director position effective date October 3
- c. Position will be posted with no changes to the job description

14. Arts and Facilities Committee – Hart

- a. Acceptance of art piece was discussed
- b. Discussion on action/costs if piece is accepted
  - i. UWGB possible pedestal donation
  - ii. Mead maintenance can build pedestal for an estimated \$350-450
  - iii. Possible locations within library were discussed
  - iv. Acceptance of piece would be contingent upon artist signing donation form

15. Job Descriptions - Erickson

- a. No changes to Deputy Director's job description at this time

16. Table of Organization

- a. After Deputy Director's position has been filled, we will revisit possible changes to our Table of Organization

17. Maintenance Resolution – Erickson

- a. City Administrator Bradley and Deputy City Attorney Majerus approved the resolution
- b. City Finance Committee to review resolution
- c. Upon approval by City Finance, Common Council will review resolution
- d. Quinn recommended Mead assess the success of the resolution in June 2026, prior to the 2027 budget
- e. Albrinck asked for performance metrics. Erickson stated performance metrics can be difficult to measure since they are subjective. Norman suggested we document any issues and/or concerns as they arise.
- f. A ticketing system has been purchased which will be implemented
- g. Norman moved to accept the Maintenance Resolution. Albrinck seconded. Quinn abstained. Motion passed.

18. Policy Updates

- a. Hart moved to accept the recommended modification to the Digital Media Policy 6.05 as presented. Quinn seconded. Motion passed.
- b. Hollister moved to accept the recommended changes to the Photography and Recordings Policy 6.04. Quinn seconded. Motion passed.

19. Arts and Facilities Committee Recommendation

- a. Hart moved to accept the donation of the statue by Rick Ponzio. Hollister seconded. Motion passed.
- b. Pilz to ask artist to complete the donation form

20. Nominations from the Floor and Election of Vice President to complete the remainder of the 2025 - 2026 term

- a. Walton stepping down as Vice President but will remain a board member
- b. Quinn moved to nominate Bremser as Vice President. Hollister seconded. Motion passed.
- c. Hollister moved to close nominations for Vice President. The motion unanimously passed.
- d. Bremser will serve as Vice President through April 2026

21. Appoint Committee Chairs and Members as Set Forth in the Bylaws

- a. As Vice President, Bremser will serve as Human Resources Committee Chair
- b. Pfeiffer will assume Walton's position on the Building Committee
- c. Hart will assume Walton's position as the Arts and Facilities Committee Chair

- d. Pfeiffer to provide Pilz with roster updates
- e. Pilz to distribute updated roster to committee members

22. Services and Programming

- a. Summer Reading Program was a success with adult participants outnumbering teens

23. 2026 Budget Update – Erickson

- a. Budget was presented by City Administrator Bradley to the Committee of the Whole
- b. Evans stated that the budget should not change much other than insurance costs
- c. There are currently no 2026-2030 library capital projects
- d. Wilmas will be submitting facility costs based off of the facilities review performed earlier this year
- e. September 30 - Budget will be printed and published
- f. November 3 - Final budget reviewed

24. Motion to Adjourn

- a. Hart moved to adjourn the meeting. Albrinck seconded. Motion passed. Meeting was adjourned at 5:57 p.m.

Next Meeting October 15, 2025, at 5:00 p.m. in the **LOFT** Room.