

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, February 23, 2023

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 5:04 p.m. and determined a quorum.
Members present: Albrinck, Campe, Norman, Quinn, Speth and Walton
Members absent: Alvarez, Bulson, Guevara and Salazar
Staff present: DeAmico, Erickson and Mehn
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)** Ase Athan spoke regarding the material offered on COVID and her concerns about the diversity in our collections.
4. **Approval of Minutes 12/13/2022** Walton **moved** to approve the minutes from the December 13, 2022 meeting. Campe **seconded**. The motion **passed**.
5. **Correspondence, Announcements, and Common Council Reports** There were no correspondence, announcements, or common council reports.

COMMITTEE REPORTS

6. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Norman **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck **seconded**. The motion **passed**.
7. **Strategic Plan Committee - Report of 2/10/2023 Meeting** Norman reported that the committee met again to further the process of updating the strategic plan. The group is well on their way to making updates to the current plan. She discussed the committee's debate about level of services and neutrality. She further noted the desire to be able to bring back the updated version to the next board meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Fall In-Service - Friday, September 29, 2023** Walton **moved** to approve the closing of Mead Library for a staff in-service on Friday, September 29, 2023. Campe **seconded**. The motion **passed**.
9. **Engberg Anderson Architects Plan** Quinn discussed the updates to the plan, noting that they will be reviewed by the trustees over the next month, and will be brought back to the board for review at the next meeting in April.
10. **DPI Annual Statistics** Erickson presented the DPI statistics, noting the need to relook at some of the numbers. Norman **moved** to approve Quinn signing off on this report once the numbers have been verified as accurate. Walton **seconded**. The motion **passed**.

DIRECTOR'S REPORT

11. **City of Sheboygan Annual Report** Erickson discussed the City's annual report, noting the portion that the library had submitted. He also noted that he and Josh Lintereur are working on a small half page flier to present some of the annual numbers to the public.
12. **Building Projects** Erickson discussed the building projects report attached. He noted that the fire panel project is almost complete.
13. **Services and Programming** Erickson reported in Prentice's absence, submitting her report for the board to review. He noted the response to the public comment concern, and how it was handled. Quinn reported on the email from Joanne Freedman requesting board members to attend the WinterGreen event coming up in March. At this event, she will be presenting her book, and implementing the planting of Irish clover in the library plaza. The email will be shared with board members.
14. **Security Update** Erickson submitted the security statistics report for review.
15. **Support Services Update** Erickson submitted Nessman's report for the board to review, and discussed the Christmas collection being interfiled with the rest of the AD non-fiction collection.
16. **Monthly Statistics** Erickson submitted the monthly statistics for review. He discussed that the circulation numbers have grown to more than the pre-Covid numbers.

LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn** Quinn reported that the board did not meet this past month, but she will bring a report at the next board meeting.
18. **Mead Library Foundation - Kathie Norman** Norman reported that the Foundation board had a great year in 2022 for its 125th anniversary. She further noted that the Endowment fund continues to rebound after several poor investment quarters.
19. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends meeting. She indicated the dates of the 2023 book sale will be October 18-21st, with a Friends only event on the 18th. She further discussed the Friends Dance Party coming up in April as part of their Spring social.

UPCOMING MEETINGS

20. **LIBRARY BOARD OF TRUSTEES (04/27/23 @ 5 PM)**

ADJOURN

21. **Motion to Adjourn** Norman moved to adjourn the meeting. Walton seconded. The motion passed. Being no further business, the meeting adjourned at 5:45 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*