



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 18, 2025 at 5:00 PM

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

In-person: Erin Bremser, Michael Close, Jeanne Pfeifer, Jim Hollister, Julia Hart, and Kathie Norman

Virtual: Meg Albrinck

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called the meeting to order at 5:01 p.m.

2. Pledge of Allegiance

3. Public Comments - None

4. Approval of Minutes

- a. Norman moved to approve the May 21, 2025, minutes. Hollister seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Reports

a. Children's Book

- i. Erickson reported that a Mead Library Clerk published a children's book
- ii. The book was passed around for the Board to view

b. Budget

- i. Erickson will be working with Finance Department staff to create 2026 draft budget
- ii. Erickson to share timeline of budget with Board

6-12. Consent Agenda

Hollister moved to adopt the consent agenda items listed below. Bremser seconded. Motion passed.

- c. Facilities Report
- d. Securities Update
- e. Monthly Statistics
- f. Monarch Library System
- g. Mead Library Foundation
- h. Friends of Mead

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

a. Voucher Report

- i. Grossen presented a voucher report covering the period January through May 31, 2025

b. Financial Statement

- i. Collected \$3.4 million of budgeted \$4.3 million that we expect to see in 2025
- ii. Majority of remaining revenue will be tax levy from the second installment collections that will be allocated to the library once we receive those funds from the county

c. Expenses

- i. Most accounts look like they are on target for 2025

- ii. “Other Content” (digital) budget is overbudget due to reallocating purchases between accounts
 - iii. Subscriptions up \$13,000 to date
 - 1. Might have to revisit allocation in 2026
 - d. Budget
 - i. Over budget on “Equipment Replacement” due to the purchase of the AMH (Automatic Materials Handling) machine which will be paid from the reserve (AKA fund balance) account after other bills are paid at the end of the year
 - ii. We are \$1.7 million for the good as of May 31, 2025
 - e. Close made a motion to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Albrinck seconded. Motion passed.
- 14. Report from Art Committee - Hart
 - a. Decision regarding sculpture donation tabled until Board of Trustee’s ad hoc art committee can reconvene
- 15. Committee Assignments – Pfeiffer
 - a. Close will chair the Finance Committee
 - b. Discussion on value of keeping ad hoc committees
 - c. Pfeiffer to revise committee roster and give updated copy to Pilz to route
- 16. Fall In-Service Date
 - a. Date change proposed due to Sheboygan school district being closed on original date selected
 - i. Norman moved to change the date of the fall In-Service from September 26, 2025, to September 19, 2025. Bremser seconded. Motion passed.
 - b. Pilz to confirm online Mead events calendar reflects Mead being closed
 - c. Pilz to remind staff of date change
- 17. Report from Art Committee - Hart
 - a. Pilz to contact artist regarding decision delay
 - b. Considerations
 - i. Moving cost
 - ii. Pedestal
 - iii. Artist name plaque
 - iv. Does it “fit” with our collection
- 18. Services and Programming - Erickson
 - a. Summer library program in full swing
 - b. New patron online catalog interface has had mixed reviews from the public
 - c. Hearing Loop being tested on first floor circulation desk
 - i. Looking for people with hearing aids to test the equipment
- 19. Motion to Adjourn
 - a. Norman moved to adjourn the meeting. Close seconded. Motion passed. The meeting was adjourned at 5:40 p.m.

Next Meeting July 16 2025 at 5:00 p.m. in the LOFT – note location change!