

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

**Thursday, January 26, 2023**

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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, Campe, Guevara, Quinn, Speth, and Walton  
**Members absent:** Alvarez, Bulson, Norman, Salazar  
**Staff present:** 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)** There was one public comment. Ase Athan discussed the limited choices that the library has as options for COVID related material. She would like to donate 3 materials related to this subject matter.
4. **Approval of Minutes 12/13/2022** Minutes were tabled for approval until the February meeting.
5. **Correspondence, Announcements, and Common Council Reports** Quinn noted the letter received from a member of the public who shared their thanks for the library of things items. Quinn will send a note on behalf of the board. Erickson noted that the school district had some protests at their Tuesday meeting, and Erickson expects some pushback here at the library as well. Erickson also noted that the city had hired a new HR director, and has met with the new director. He further noted that it has been a little over a year since the city has had an HR director.
6. **Engberg Anderson Architects Presentation** Engberg Anderson Architects presented the architectural plans put together for Mead, as well as their analysis of Mead Library vs other libraries of similar size.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

7. **Engberg Anderson Architects Plan** The board members were each given copies of the plans, as well as some immediate feedback we have been given from staff members. Mehn will send out the PowerPoint presentation, as well as a survey link for board members to comment. This item will be brought back to the next board meeting for consideration.

**COMMITTEE REPORTS**

8. **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.
9. **Strategic Plan Committee - Report of 12/5/2022 Meeting** In Norman's absence, Erickson reported that the committee met in December and continues the process of updating the strategic plan.

## DIRECTOR'S REPORT

10. **Services and Programming** Erickson reported in Prentice's absence, noting the written report Prentice had submitted. He highlighted the Lawyer in The Library program as being a very popular program in January and is also fully booked in February, with one more program scheduled in March.
11. **Security Update** Erickson discussed the security update, noting the lack of long-term exclusions (any over ten days). Long-term exclusions will be added to the report in the future.
12. **Building Projects** Erickson reported on a few building projects. He reminded the board of the multiple electricians here updating the fire panel as of late, and noted that it is a long process. He further noted that an (HVAC) air circulation shaft is having an issue with the ball bearings grinding into the shaft. This is an item that will need to be fixed this year, and he will bring back a quote for approval at the next board meeting. Maintenance is researching whether the library would need to close down due to the need to shut down the air circulating system for the repair. Erickson and Quinn will be scheduling a meeting with the City to determine payment responsibilities.
13. **Monthly Statistics** Erickson reported on the monthly statistics, noting that the gate count still continues to go up, going up from 2021 to 2022 by 35%. He also noted the increased internet usage, and conference room utilization.

## LIAISON REPORTS

14. **Monarch Library System - Maeve Quinn** Quinn reported that the board had not met since last year, but that she will have an updated report at our next board meeting.
15. **Mead Library Foundation - Kathie Norman** Quinn reported on behalf of Norman that the Foundation board had met the previous day. She noted that there had been an explanation of the funds within the Foundation's fiduciary duties. Erickson also noted two new board members, Richard Binder and Rick Osterhaus.
16. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends annual meeting, noting the newly nominated board members and officers. She further noted the Friends plan to have a dance party as a spring social meeting on Friday, April 21<sup>st</sup>.

## UPCOMING MEETINGS

17. **Strategic Plan Committee (2/10/2023 @ 1pm)**
18. **Library Board of Trustees (02/23/22 @ 5 PM)**

## ADJOURN

19. **Motion to Adjourn** Walton moved to adjourn the meeting. Speth seconded. The motion passed. Being no further business, the meeting adjourned at 6:42 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*