

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

**Wednesday, May 24, 2023**

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**1. OPENING OF MEETING**

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**a. Call to Order and Determination of Quorum**

Quinn called the meeting to order at 5:04 p.m. and determined a quorum.

- i. Members present: Albrinck, Norman, Pfeiffer, Quinn, Ramey, and Walton
- ii. Members virtual: Speth and Alvarez
- iii. Members absent: Bulson, Guevara
- iv. Staff present: DeAmico, Erickson and Pilz

**b. Welcome New Board Members**

Quinn swore in new board members Pfeiffer and Ramey in person. Quinn also swore in Albrinck in-person and Speth and Alvarez virtually.

**c. Pledge of Allegiance**

Quinn led the group in the pledge of allegiance.

**d. Public Comments** (5 people at 5 minutes each. Commenters must be City residents or residents of non-libraries areas in Sheboygan County)

None.

**e. Correspondence, Announcements, and Common Council Reports**

Quinn shared a letter written by a senior that was excited about our new Meals on Wheels home delivery partnership. Quinn shared that former board member Campe's memorial is planned for June 18, 2023.

**f. Approval of Minutes**

Albrinck moved to approve the minutes from the April 27, 2023, meetings. Walton seconded. Speth requested corrections to the minutes. Albrinck moved to add a friendly amendment to approve the correction of the minutes. Speth seconded. Motion passed.

**g. Adopt Resolution in Honor of the Service of Amanda Salazar**

Quinn read the resolution honoring the service of Salazar. Norman moved to adopt the resolution. Walton seconded. Motion passed. Books were given as a token of appreciation for her service.

**h. Adopt Resolution in Honor of the Service of the late Chris Campe**

Quinn read the resolution honoring the service of the late Campe. Albrinck moved to adopt the resolution. Speth seconded. Motion passed. Books were given to the family as a token of appreciation for Campe's service.

**2. COMMITTEE REPORTS**

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**a. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date.**

Speth reported that current expenses are in order. There have not been any new donations, grants or gifts. Questions on the budget should be directed to DeAmico.

Speth moved to approve the report, and payment of current expenditures including payroll, and special revenues. Norman seconded. Motion passed.

### **3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

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a. **Discussion and Possible Action for Fall In-Service Date of September 29, 2023**

Erickson reported that Mead will be closed for in-service staff training. Walton made a motion to approve the in-service training. Pfeiffer seconded. Motion passed.

b. **Prioritize Projects on Architectural Conceptual Plan**

Quinn reported that an ad hoc committee will be created to prioritize the projects on the Architectural Conceptual Plan. The committee will be composed of 2-3 Board of Trustee members, 2-3 Foundation Board members and 2-3 Mead staff members. Quinn reported that we are looking into a 24-hour locker pickup system to enhance community services for those who cannot come to Mead during open hours. Quinn shared that Erickson would like to explore this locker as a stand-alone project to happen later this fall. Norman made a motion for Erickson to pursue the locker system with the intention of getting project launched by end of 2023. Albrinck seconded. Motion passed.

c. **Memo of Understanding for Capital Improvement Projects with the City**

Norman created Memo of Understanding. City attorney Chuck Adams is reviewing.

d. **Security Update and Strategies Discussion**

Discussion on safety strategies for patrons and library staff. Erickson and Quinn met with Mead's Safety Specialist to discuss options to improve and support building safety. Erickson attended two court hearings in support of the Safety Specialist. Quinn directed Erickson to pay for all future restraining order fees. Erickson and Quinn met with the City Attorney and the HR Director to discuss strategies. Erickson reported on non-lethal self-defense options available for staff. Prentice collected information from other libraries regarding their policies and procedures for library safety. Discussion on exploring more timely and precise communication tools with the police department. Quinn made a motion to approve the purchase of pepper spray for the use by Safety Specialist who has had training in its use. Walton seconded. Motion passed. Safety Specialist job description will be reviewed at June meeting for possible inclusion of verbiage citing pepper spray usage and training required.

e. **Review Card Registration Requirements Procedure for Young Adults**

Tabled for June meeting.

### **4. ELECTION OF OFFICERS**

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a. **Nominations from the Floor and Election of Officers for 2023-2024 (Closed Ballot Permitted)**

Quinn moved to nominate Alvarez for president. Norman seconded. Motion passed. No further nominations. Walton moved to close nominations for president. Albrinck seconded. Motion passed. Quinn made a motion to nominate Walton for vice president. Norman seconded. Motion passed. No further nominations. Albrinck moved to close nominations. Speth seconded. Motion passed.

b. **Remarks from Outgoing and Incoming Officers**

Norman thrilled to turn over role to younger generation. Walton shared he has big shoes to fill and looks forward to serving as second-in-command. Alvarez honored to be new Board of

Trustees president and is excited to serve in this capacity.

- c. **Adopt Schedule of Meetings for 2023-2024**  
Item tabled until June meeting.
- d. **Appoint Finance Officer for 2023-2024**  
Speth appointed Finance Chair.
- e. **Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation**  
Norman and Quinn were appointed as trustees.
- f. **Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board - President**  
Quinn appointed as Monarch Board President.
- g. **Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws - President**  
Sign-up sheet was passed. Board members were asked to sign up and to speak with Alvarez regarding serving on a committee.

## **5. DIRECTOR'S REPORT**

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- a. **Services and Programming**  
Erickson reported the Summer Reading and Math Program has kicked off. It is for all ages.
- b. **Support Services Update**  
Erickson reviewed report submitted by Prentice. Pilz spoke on the Memory Care Kits and brought one to pass around.

## **6. LIAISON REPORTS**

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- a. **Monarch Library System**  
Quinn had nothing to report.
- b. **Mead Library Foundation**  
Norman reported that they met with the architects and they will be asked to fund a part of the plan.
- c. **Friends of Mead**  
Pilz reported that the Friends Dance Party will be held next year based on the 2023 success. Odds and Ends Sale will be June 3 from 9:00 to 4:00 p.m. in the Rocca Room.

## **7. UPCOMING MEETINGS**

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- a. Library Board of Trustees (June 28 at 5:00 p.m.)

## **8. ADJOURN**

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- a. **Motion to Adjourn**  
Quinn moved to adjourn the meeting. Norman seconded. The motion passed. Being no further business, the meeting adjourned at 6:24 pm.