

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
Wednesday, June 28, 2023

1. OPENING OF MEETING

a. Call to Order and Determination of Quorum

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

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

b. Pledge of Allegiance

Alvarez led the group in the Pledge of Allegiance.

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

Ase Athan spoke regarding her concern about the lack of diversity in our collections regarding COVID.

d. Correspondence, Announcements, and Common Council Reports

Alvarez announced that Quinn and Alvarez will be serving on the Ad Hoc Renovation Plan Committee. Two Mead staff and two Foundation members will round out the committee.

e. Approval of Minutes

Quinn moved to approve the minutes from the May 24, 2023, meeting. Walton seconded. Motion passed.

2. COMMITTEE REPORTS

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. A \$2,000 donation was received for the Summer Math Adventure Program. A second donation in the amount of \$200 was received for the Play is Healing Program restricted to the purchase of books for the Play is Healing Program.

DeAmico reported we received a partial first property tax levy. Our budget is currently on target for the rest of the year. On July 1, we will bill the Foundation for the first half of our wish list and for projects that were approved which amounts to approximately \$80,000.

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

b. Human Resources Committee Meeting Report – June 27, 2023

Walton reported that the committee discussed security concerns, staff burnout, the Table of Organization, and the library assistant job description.

3. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. **Security Update and Strategies Discussion**

Erickson reported that we need to continue conversation regarding request from security specialist.

b. **Job Descriptions**

The library assistant's position description was updated based on feedback from staff and the City's Human Resources Director. The new description reflects current job responsibilities including an emphasis on technology skills. Quinn moved to approve the new job description. Albrinck seconded. Motion passed.

c. **Table of Organization**

Erickson detailed changes to the Table of Organization. The Board discussed the changes. Walton moved to approve the modified Table of Organization. Quinn seconded the motion. Motion passed.

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

The procedure allows young adults between 16-17 years old to check out materials without parent consent. Parents will not have access to a historical list of what their child checked out. Erickson stated that we are following library public records Wisconsin statute chapter 43.30.

e. **Adopt the 2023-24 Schedule of Meetings**

Walton moved to approve the Board of Trustees' 2023-24 meeting schedule. Quinn seconded. Motion passed

4. DIRECTOR'S REPORT

a. **Services and Programming**

Prentice reported that the Summer Reading Program participants are comparable to the pre-pandemic headcount. Tom Pease concerts will be held June 29. We expect total attendance to be 600-800 kids. Modification to the library hours was discussed which included having a consistent schedule year-round by eliminating Sunday hours (our lowest attendance day). Another option discussed was changing the opening time from 8:30 to 9:00 a.m.

b. **Support Services Update**

Erickson reported that while we are moving forward with the 24/7 locker system, we are concerned about the supply chain in order to receive them in time for installation in 2023. The Disruptive Patron Interaction Report will now track the number of times police are called by Mead staff.

c. **Monthly Statistics**

Erickson reported that card holders are down. Teachers are saying it is too far for kids to walk to get to the library. Pfeiffer to look into funding sources to bus students from Sheboygan Area School District schools to the library.

d. **Memorandum of Understanding with LTC**

Math tutors from Lakeshore Technical College will work with kids on their math skills at Mead.

5. LIAISON REPORTS

a. **Monarch Library System**

Quinn reported that Monarch held a review of 2023. A total of 440,000 people were served. Over 3 million items have been checked out including: 300,000+ digital items, 250,000+ audio items, and 35,000+ digital magazines. There are three delivery trucks that run five days a week. There has been a marked increase in the number of items being requested as compared to last year.

b. **Mead Library Foundation**

Looking into a feasibility study to gauge community interest in the remodel project.

c. **Friends of Mead**

Pilz reported that the Odds and Ends Sale earned nearly \$393. The Fall Book Sale will be held October 19, 20, and 21 from 9:00 – 4:00 p.m. Additional sale hours will be held on October 19 from 5:00 – 8:00 p.m. One \$1,000 scholarship was awarded to Ann Miller and another was awarded to Aubrey Laux. A Friends social is planned for either July or August.

6. Additional Comments

- a. Walton made a motion to include comments from outgoing Board of Trustees President Maeve Quinn and new Board members Angela Ramey and Jeannie Pfeiffer. Albrinck seconded. Motion passed. Quinn recalled how the library products and services have changed in the 12 years since she has been president. Pfeiffer, a retired reading specialist, commented she is honored to be a part of the Board and has strong feelings about the library. Ramey, an alderperson, expressed excitement about being a part of the Board.

7. UPCOMING MEETINGS

- a. Library Board of Trustees (July 26 at 5:00 p.m.)

8. ADJOURN

a. **Motion to Adjourn**

Being no further business, the meeting adjourned at 6:00 pm.