



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

February 21, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

OPENING OF MEETING

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

Barbara Alvarez, President called the meeting to order at 5:01 p.m.

Members present (in-person): Barbara Alvarez, Kathie Norman, Jeanie Pfeiffer, Maeve Quinn, and Angela Ramey

Members present (virtual): Meg Albrinck, Sherry Speth and Andre Walton

Member excused: Jim Hollister

Staff present: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

2. **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 the meeting)
No public comments.

4. **Approval of Minutes**

Quinn asked that section 4 of the January 24, 2024, minutes be updated to include the following language: "In lieu of Debbie DeAmico's retirement, Garrett Erickson will work closely with Evan Grossen on preparing our financial reports." A **motion** was made by Quinn to approve the amended minutes from the January 24, 2024 meeting. Speth **seconded**. Motion **passed**.

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

Julia Hart was recently appointed by the mayor as a new Board of Trustees member. She will be attending the April meeting.

COMMITTEE REPORTS

6. **Finance** - Evan Grossen

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

Grossen has not received the Monarch payment. Property tax levy is being allocated to the library by City Finance. The accounts payable report now includes account numbers. A **motion** was made by Quinn to approve payment of current expenditures, payroll, special revenues, grants, gifts and donations.

Seconded by Speth. Motion **passed**.

7. **HR Committee** - Andre Walton, Chair

Walton reported on the Human Resources Committee held February 14, 2024. The employee handbook was discussed. HR Director Kelly Hendee was present to answer questions. Goal is to maintain one employee handbook for the City of Sheboygan.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. DPI Annual Report

Erickson reported that we are still working with Monarch staff to finalize a report which is due at the end of February. Quinn made a **motion** to authorize Board President Alvarez sign once Monarch staff have approved the report. Albrinck **seconded**. Motion **passed**.

9. Staff Handbook

Kelly Hendee will create an addendum to the City of Sheboygan handbook identifying any exceptions to the handbook for Mead Public Library employees. Norman made a motion to include a statement in the handbook stating that the Library Board of Trustees governs the library based on Wisconsin Statutes. Pfeifer **seconded**. Motion **passed**.

10. Job Descriptions

A library security monitor will be hired at 20 hours per week to work evenings and weekends. The job description is being reviewed by Carlson Dettmann. This is a part-time position would be primarily responsible for code enforcement. Quinn made a **motion** to approve the library security monitor position. Norman **seconded**. Motion **passed**.

The associate librarian position has more responsibilities than a library assistant but doesn't have an Master of Library Science. Prentice added that the job description study from Wisconsin Department of Public Instruction was used to align titles with positions. The associate librarian job description will also be submitted to Carlson Dettmann. Quinn made a **motion** to approve the new title of Assistant Librarian and new job description. Pfeifer **seconded**. Motion **passed**.

11. Table of Organization

Erickson shared the current Table of Organization along with the proposed Table of Organization. Supporting documents for the change were reviewed. Positions were moved around based on tasks. Norman made a **motion** to approve the proposed Table of Organization. Albrinck **seconded**. Motion **passed**.

12. Building Projects

A meeting will be scheduled with the City Finance Committee. Ramey to meet in early March with City Administrator Casey Bradley to discuss the library's facility costs. Erickson stated that a facility study was done in 2022.

DIRECTOR'S REPORT

13. Staffing Updates

Reporting for Nessman, Erickson stated two new pages were hired in our Support Services Department.

14. Services and Programming

Prentice stated that the puzzle tournament this past Saturday was wildly successful. We are contemplating hosting this event quarterly.

Tax prep services are being offered via AARP to low income seniors. Four hundred appointments have been made.

Peepe diorama submissions will be accepted March 1 – March 15.

WinterGreen event will be on March 16. Open to all ages.

Staff in-service will be held March 15.

Mead radio had 4,300 active sessions, 2,200 hours listened, and 1,500 podcast plays last year.

Pfeifer added that the American Association of University Women (AAUW) will host a presentation on handling book challenges, and book selection on March 4 at First Congregational Church.

15. **Security Update**

The majority of security issues at Mead have shifted from teens to adults over the past several years, per Erickson.

16. **Monthly Statistics**

Reports were reviewed.

LIAISON REPORTS

17. **Monarch Library System**

Quinn reported that, by the end of the year, the Monarch system library will be migrating to a new software interface called Vega. Erickson added that half of Mead to be converted to Vega by end of May. The remaining half to be converted by fall. March 17 is the next Polaris update.

18. **Mead Library Foundation**

Norman gave update on Ad Hoc Library of the Future Committee meeting. The locker project was funded by the Foundation. John Perronne is managing Foundation finances as of January 2024.

19. **Friends of Mead**

Pilz gave update on Friends of Mead.

UPCOMING MEETINGS - April 17, 2024, at 5:00 p.m.

ADJOURN - Meeting was adjourned at 6:05 p.m.