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

**November 18, 2026, at 5:00 PM**

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

Committee Members Present: Barbara Alvarez (virtual) Erin Bremser, Annalise Flynn, Kurt Jensen, Susan Kuck, Kathie McNellis, Kathie Norman, Jeanne Pfeiffer, and Maeve Quinn
Staff: Garrett Erickson, Evan Grossen, Aleah Hill, Cheryl Nessman, and Pattie Pilz

1. Call to Order
   President Alvarez determined a quorum and called meeting to order at 5:01 p.m.

2. Pledge of Allegiance

3. Public Comments
   a. Budget passed at City Council per Bremser

4. Approval of Minutes
   a. Quinn moved to approve minutes from October 21, 2026. Pfeiffer seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report
   a. Nessman reported on Beyond the Bridge event
      i. Weill Center event estimated attendance was 700+
      ii. Mead event estimated attendance was 75+
      iii. Mead offering workshops/events for unhoused
         1. Free legal clinic beginning December 2026
         2. *Under Sky* therapeutic art
         3. BINGO
      iv. Excluded patron process
         1. Based on patron's exclusion and the program they want to attend, an individual requesting to attend a program will be reviewed by management
         2. If allowed to attend event, excluded patron will need to immediately leave Mead when the workshop concludes
      v. Working group key points
         1. Offering services to unhoused
         2. Remove barriers preventing unhoused from access to services

   b. Blue Santa – Pilz

i. Mead "adopted" two sisters for whom we will buy gifts for
ii. Donations from the Board were being accepted from those who wished to support this cause

6-11. Consent Agenda

Quinn moved to adopt the consent agenda. McNellis seconded. Motion passed

a. Facilities Report
b. Security Update
c. Monthly Statistics
d. Monarch Library System
e. Mead Library Foundation
f. Friends of Mead

12. Committee Reports

a. Review and Possible Action on Payment of Current Expenditures including Payroll and Special Revenues - Evan Grossen
    i. Grossen presented September financial and voucher reports
    ii. $500 restricted donation received to fund the Great Decisions Series
    iii. $8,330 restricted donation received for the Ready, Set, Pre-K Program
    iv. YTD revenues $4.6 million compared to the budgeted $4.5 million
    v. Wage and benefit accounts are trending under budget for 2026 with an anticipated $100K in combined savings when year closes
    vi. $3.3 million in expenses to date compared to budgeted 4.7 million
    vii. Norman moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Bremser seconded. Motion passed

13-14. Items for Discussion and Possible Action

a. Erickson proposed the Internet Safety Policy 10.14 and Acceptable Use Guidelines be combined into the Internet Usage Policy **10.14**
    i. Quinn moved to rescind the **Internet Safety Policy 10.14.** Norman seconded. Motion passed.
    ii. Norman moved to rescind the Acceptable Use Guidelines. Jensen seconded. Motion passed.
    iii. Norman moved to approve the **revised Internet Usage Policy 10.14.** Kuck seconded. Motion passed.

14. Planning for Performance Evaluation of Library Director

a. Bremser to forward last year's director evaluation survey template to Kuck
b. Kuck to send survey to Board of Trustee members in December
c. Kuck to present a survey summation to the HR Committee on January 15
d. HR Committee to review summation
e. Board of Trustees to discuss results in a closed session at the January 20 full Board of Trustees meeting
f. Nessman will share with the Board educational courses for library boards on evaluating directors

g. Discussion on modeling the survey on Mead's Strategic Plan
    i. We anticipate updating the Strategic Plan after Youth Services Manager is onboard

15. Director's Report
    a. Budget Update – Erickson
        i. Common Council passed the budget on November 2
            1. Youth Services Manager position approved
                a. Currently posted
            2. City agreed to pay 50% of cost of restroom renovations using Capital Improvement Plan funds
                a. Working with architect on the drawings
                b. Hoping to begin project in 2027
                c. Bathroom renovations will be phased so that public restroom access is maintained
                    i. Renovate the second-floor bathrooms in spring
                    ii. Renovate the first-floor bathrooms in summer
                        1. Scheduling this phase for warmer months allows temporary restrooms to be placed outside for public use while the first-floor bathrooms are closed
    b. Services and Programming – Nessman/Hill
        i. Edmund Fitzergerald Academy Series guest speaker was huge success
            1. 140 watching online
            2. 104 attended in person
            3. Demand exceeded capacity; a standby crowd waited in the lobby for no-show seats to become available
        ii. Zinefest had excellent attendance
        iii. Holds locker
            1. Discussion on managing demands on locker system
                a. Recommend patrons with mobility issues call for curbside pickup
                b. System does not currently support system alerting patrons that the holds locker is filled/not available
                c. Mead IT to add locker stats to board stats report
        iv. Monarch upgrade – Hill
            1. December 8, 2026, Monarch will be migrating Polaris services to the cloud
            2. Checking out materials will only be allowed in person using offline system
            3. Checking materials back in will be suspended until the system is online
            4. Libby and WISCAT will be down
            5. IT and Marketing Department will be alerting the public of downtime

16. Motion to Adjourn
    a. Meeting was adjourned at 5:44 p.m.

Next Meeting January 20, 2027, at 5:00 p.m. in the Rocca Room.