



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**May 21, 2025 at 5:00 PM**

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

In-person: Michael Close, Julia Hart, Jim Hollister, Susan Kuck, Kathie Norman, Jeanne Pfeifer, and Maeve Quinn

Virtual: Meg Albrinck, and Andre Walton

Staff: Garrett Erickson, Melissa Prentice, and Pattie Pilz

Guest: Anonymous virtual guest, and WKTS virtual guest

1. Call to Order  
Pfeiffer determined a quorum and called meeting to order at 5:02 p.m.
2. Pledge of Allegiance
3. Adopt Resolution in Honor Sherry Speth  
Quinn moved to approve the resolution honoring Sherry Speth. Hollister seconded. Motion passed.  
Quinn will be delivering a gift of books as a thank you to Speth for her service.
4. Introduction of New Board Member Michael Close
5. Introduction of New Board Member Susan Kuck
6. Public Comments – None.
7. Approval of Minutes  
Hart moved to approve the February 19, 2025, minutes. Close seconded. Motion passed.
8. Correspondence, Announcements, and Common Council Reports – None.

**CONSENT AGENDA** - Norman moved to adopt the consent agenda below. Hollister seconded. Motion passed.

9. Facilities Report
10. Security Update
11. Monthly Statistics
12. Monarch Library System - Maeve Quinn
13. Mead Library Foundation - Kathie Norman (No report)
14. Friends of Mead - Pattie Pilz

## **COMMITTEE REPORTS**

15. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations)
  - a. March/April budgets were reviewed.

- b. An Invoice Report is being developed by Finance and will possibly be ready by June.
- c. Albrinck made a motion to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Quinn seconded. Motion passed.

16. Services and Programming

- a. Summer Reading Program starts May 27, 2025, which is for kids and adults.
- b. Over 700 first-graders toured Mead in May to learn about the Summer Reading program.
- c. A librarian will be visiting middle and high schools regarding our Teen Reading Program which kicks off on June 10 at Acuity.
- d. A Bluey party is scheduled for June 19.
- e. Stuffed animal sleepover scheduled for June 25.
- f. ComicCon was a huge success with over 500 in attendance.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

17. Update to Table of Organization – Erickson

- a. Two positions (Associate Librarian and Library Assistant) will be swapped between the public services team and the support services team.
- b. For now, the open Associate Librarian position will be replaced by a Library Assistant on the Support Services team.
- c. In the future, the Library Assistant position will be replaced by an Associate Librarian on the Public Services team.
- d. Hart moved to accept the reclassification of the Associate Librarian position to a Library Assistant position. Close seconded. Motion passed.

18. Holds Locker Expansion Proposal – Erickson

- a. Report prepared by Nessman was presented.
- b. Erickson pointed out that we often run out of lockers due to the popularity of the lockers.
- c. Maeve moved to make a formal request of the Foundation to support the funding for the locker expansion project. Close seconded. Motion passed.

19. Youth Services Entrance Modification Proposal – Erickson

The Police Department gave a presentation, during staff in-service, which identified safety modifications to help safe-guard patrons on the third floor. These modifications will also allow Mead to safely close the third floor during staffing shortages or poor weather.

- a. Replace existing door going into the Children's Library with a wooden lockable door.
- b. Add an ADA button to door for handicapped and parents with strollers.
- c. Door window will have safety glass.
- d. Doors to open "into" room rather than out.
- e. Quinn moved to follow the recommendations to improve the safety of patrons on the third floor as recommended by the Police Department utilizing funds from the Building Maintenance funds, or the Reserve funds. Seconded by Norman. Motion passed.

20. "Use of the Library" Policy Review - Prentice

- a. The revised policy will give staff better support to deny borrowing rights to patrons who abuse borrowing privileges.
- b. Hollister moved to accept the proposed Use of Library Policy revisions. Hart seconded. Motion passed.

21. Security Procedures Update – Erickson

- a. A terminated staff member's action earlier this year made us aware of staffing security issues.
- b. Key audit is being performed.
- c. Doors will be rekeyed.
- d. FOB system is preferred rather than entering a 4-digit code.
- e. Full-time cleaner hired for first shift who reports to Mead's Maintenance Supervisor.

22. IT Updates – Erickson

- a. Wireless Access Point Upgrade
  - Monarch will pay for the wireless access point upgrade at an estimated \$16K.
- b. Video camera system hardware is failing
  - Cost is estimated at \$16K.
  - New system would align with City's IT Department who can provide backup support.
  - Quinn moved to purchase new video archive system to enhance public security. Hollister seconded. Motion passed.
- c. Emails
  - Emails for the Board of Trustees will now be administered by Mead's IT Specialist.
  - Handouts with Mead email specs were handed out to members.

23. Proposed Maintenance Agreement with City – Erickson

- a. Erickson, Pfeiffer, and Quinn met with City Administrator Casey Bradley on April 21, regarding migrating staff to the City Facilities Team.
  - Staff impacted will move their position/benefits/salaries to City Facilities Team.
  - Budget is being drafted – expect final version by August 2025.
- b. Mead will be able to make updates to the agreement as we move forward.
- c. Human Resources to review final agreement.
- d. Will reconvene in late summer 2025.

24. Bathroom Upgrade Cost Analysis – Erickson

- a. Restrooms on first and second floors are over fifty years old and are not ADA-compliant.
- b. City agreed to share half the cost of the study to investigate upgrade.
- c. Public/private venture to pay for bathrooms was discussed.
- d. Hollister moved to proceed with the idea of working jointly with the City to fund a study researching cost to upgrade our bathrooms. Hart seconded. Motion passed.

**ELECTION OF OFFICERS**

25. Nominations from the Floor and Election of Officers for 2025 - 2026 (Closed Ballot Permitted) - President and Vice President

- a. Norman moved to nominate Pfeiffer to continue as Board of Trustees' President. Kuck seconded. The motion unanimously passed. Pfeiffer moved to close the nomination for president. The motion unanimously passed.
- b. Maeve moved to nominate Walton to continue as Board of Trustees' Vice President. Norman seconded. Pfeiffer moved to close the nomination for vice president. The motion unanimously passed.

26. Remarks from Outgoing and Incoming Officers

27. Adopt Schedule of Meetings for 2025-2026  
Quinn moved to adopt the proposed 2025-2026 Board of Trustees' meeting schedule for. Norman seconded. Motion passed.
28. Appoint Finance Officer for 2025-2026
  - a. Pfeiffer tabled the appointment to the Finance Officer position.
29. Confirm/Propose One But No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation
  - a. Pfeiffer reappointed Quinn and Norman to serve another term as the Mead Foundation liaisons.
30. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board – President
  - a. Pfeiffer reappointed Quinn to serve another term as the Monarch Board Liaison
31. Appoint Standing Committee Chairs and Members as Set Forth in the Bylaws – President
  - a. Board of Trustees members agreed to continue to serve on the same committees as last year.
  - b. Those serving as committee chairs agreed to continue in that capacity.
32. Appoint Ad Hoc Committee Chairs and Members as Set Forth in the Bylaws - President
  - a. Pfeiffer to assign a board member to the Finance Officer position.
  - b. Art Committee to review proposed art installation.
  - c. Pilz to follow-up with artist.
  - d. Pfeiffer to review ad hoc committee assignments and committees in June and July.
  - e. Norman recommended that the Strategic Planning Committee merge with the Building Committee.
33. Roster Update
  - a. Updated roster was handed out at meeting.

**DIRECTOR'S REPORT - none**

**UPCOMING MEETINGS**

34. Next meeting of the Mead Library Board of Trustees will be June 18, 2025 at 5:00 p.m. in the Loft.

**ADJOURN**

35. Motion to Adjourn - Norman moved to adjourn the meeting. Hart seconded. Motion passed.

***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*