

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

**Wednesday, August 9, 2023**

---

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, August 9, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Pattie Pilz at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

**OPENING OF MEETING**

- 1. Call to Order and Determination of Quorum - Barbara Alvarez, President**  
Alvarez called the meeting to order at 5:01 p.m. and determined a quorum.  
Members present: Albrinck, Alvarez, Pfeiffer, Quinn, Ramey, Speth, and Walton  
Members absent: Bulson, Guevara, and Norman  
Staff present: DeAmico, Erickson, Pilz, and Prentice
- 2. Pledge of Allegiance**  
Alvarez led the group in the 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)  
No public comments.
- 4. Approval of Minutes**  
Quinn made a motion to approve the July 26, 2023, minutes. Speth seconded. Motion passed.
- 5. Correspondence, Announcements, and Common Council Reports**  
Nothing to report at this time.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

- 6. Library Operating Hours**  
Erickson proposed changing the library operating hours from 8:30 a.m. to 9:00 a.m. This later starting time will give staff extra time in the morning for program planning. Additionally, he proposed to remain closed on Sundays year-round as opposed to our seasonal Sunday hours. This decision is based on usage statistics. The year-round consistent hours will also be less confusing for patrons. He added that no other peer library in Wisconsin opens as early as Mead.

Our proposed locker system, which we anticipate being operational in the spring, will allow community members to pick up physical materials 24/7 regardless of whether the library is

open. Quinn expressed concern for those relying on the library to be open on Sundays for shelter. Prentice commented that both Open Door and Sheboygan Pay it Forward are open for several hours on Sunday. If the weather is extreme on a Sunday, the Salvation Army will not ask its residents to leave.

Erickson added that we hope to implement the changes after Labor Day. Albrinck made a motion to approve the new library operating hours. Quinn seconded it. Motion passed.

**7. 2024 Operating Budget and Capital Improvement Program**

The operating budget was reviewed. We know we will have an increase of at least \$74,000 in higher costs for next year. Erickson asked the board to prioritize the budget. Building repairs increased the last couple of years. In the absence of board members sharing what they felt the priorities should be, Erickson stated that he felt pay raises for existing personnel should be our top priority, followed by the hiring of additional security positions, an additional librarian, and collections.

Ramey inquired about the line item for parking. DeAmico stated that each department must budget for parking. Erickson added that parking permits pay for plowing and lot maintenance. Ramey was surprised that the city spends \$20,000 on snow removal and parking lot maintenance annually and will confirm this at the next Common Council meeting.

Erickson added that the budget process will be different this year. In absence of a City Administrator, the department heads intend to work together to form a budget. After City Finance reviews the budget, the Common Council will approve it.

Quinn made a motion to approve the 2024 proposed budget option #1. Walton seconded. Motion passed.

DeAmico shared that the City's general obligation debt will pay for the outside caulking project through the CIP process. The roof repair will cost \$384,000 and is scheduled for 2025. DeAmico cited that DPW is surveying all city buildings, including bathrooms, to determine what projects need to be placed on the CIP schedule. Walton made a motion to approve the CIP. Speth seconded. Motion passed.

**UPCOMING MEETINGS**

**21. LIBRARY BOARD OF TRUSTEES**

Library Board of Trustees (September 27 at 5:00 p.m.)

**ADJOURN**

**22. Motion to Adjourn**

Meeting was adjourned at 5:45 p.m.