

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
Thursday, April 28, 2022

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Maeve Quinn, President.** All trustees may attend the meeting remotely. Quinn called the meeting to order at 7:00 p.m. and determined a quorum.
Members Present: Albrinck, Alvarez, Bulson, Campe, Guevara, Norman, Quinn, Speth, and Walton
Members Absent: Salazar
Staff Present: DeAmico, Erickson, Mehn, and Prentice
2. **Pledge of Allegiance.** Quinn 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] (Please sign in prior to meeting)** There was no public comment.
4. **Approval of Minutes.** Norman moved to approve the minutes from the 2/24/22 meeting. Speth seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports.** There was no correspondence, announcements, or Common Council reports.

COMMITTEE REPORTS

6. **Finance Committee - Sherry Speth, Chair. Report of 4/28/22 Meeting.** Speth reported on the Finance meeting from 4/28/2022, noting the financials to be in good order. She noted that the library had received 2 grants and 1 donation.
7. **Review and Possible Action on Payment of Current Expenditures, Including Payroll and Special Revenues (Grants, Gifts, and Donations).** Bulson moved to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck seconded. The motion passed.
8. **Receive 2022 Budget Status Report to Date.** The 2022 budget report was received and found to be in good order.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. **Discussion and Possible Action: Proposed CIP Projects for 2022.** DeAmico updated the committee on the current CIP projects. She noted that the fire alarm panel, which is being updated to the same system as the city, has been moved up to 2022 and the city will be paying for 50% of that. She also noted that the tuck pointing on the building has been moved up to 2022, and the city will be paying 100% of that cost. DeAmico discussed several additional projects, including a concrete path by the generator, a replacement hot water heater, some tiling updates to the front foyer, and A/V updates to the Loft, the Teen Center, and the Story Garden. The projects in total would cost approximately \$84,850. These projects would not go through the City's formal CIP process, but would be funded either through a combination of the operating budget, through reserve funds, or through donated funds. There was some discussion over what items should and should not be funded by the city, as well as discussion on timelines for project completions. Quinn moved to approve funding the audio-visual equipment updates

at a cost of approximately \$47,000, with the funds to be taken from the 850 (donations) account. Guevara **seconded**. The motion **passed**. Quinn proposed that she would like to first have an opportunity to discuss these new issues with the city administrator, which occurred too quickly to be evaluated during the normal capital improvement cycle, to find out what other options are available. Quinn would like to explore that avenue first, and if there are no monies available, the board instructs the library director to utilize reserve funds. Walton **moved** to approve the concrete project, which will be paid for out of the existing maintenance budget in the amount of \$3,600. Additionally, the library and board leadership will explore other funding sources from the city to take care of the hot water heater in the amount of \$11,250, and the front tile/foyer project in the amount of \$23,000. If those funding opportunities are not funded for this year, then we will look at funding those items from the reserves. Norman **seconded**. The motion **passed**.

10. **Discussion and Possible Action: Patron Privacy Policy** Erickson discussed the changes to the Patron Privacy Policy, noting the wording differences and that patrons can opt out of e-content at any point. Albrinck **moved** to accept the policy changes as presented. Walton **seconded**. The motion **passed**.

DIRECTOR'S REPORT

11. **Discussion of Assigned Reading - Whole Person Librarianship** Prentice reminded the group that the reading was connected to the city library collective ARPA grant that we are part of with 11 other libraries in the state. The series involves working with the author to customize training for our staff and trustees. There will be two training sessions, one on May 19 and one on May 25. The discussion of the material brought out several concerns. Prentice noted one issue is that there are so few services in our community to refer people to, and the concern of mission creep. Norman discussed the lack of resources, noting the desire for a social worker on staff, but to have it funded by the city or the county, or to have buy in from other municipalities. She further noted that we are already such a resource, and this would be one more thing. Alvarez noted her concerns about mission creep, and wondered if there was the opportunity to partner with any local or regional schools to work with students who are studying social work. She also noted that when we were starting seeing these issues, she and Santino did meet with a few people in the community, including school district, the mayor, police and fire, and everyone is seeing an increase in these issues. Norman inquired about the suggested staff morale and support and how important that is. Prentice noted that it could be better, and a part of that is having more staff to better balance their desk hours and non-desk hours. Guevara shared that UW Milwaukee has the Helen Baylor School of Social Welfare that has service learners every term that is a good source of interns. He also discussed the service model at the Change Academy which has several Health and Human Services offices which house full time social workers on site. Trustees and other community supporters should be advocating for additional funding for the Health and Human Services Department so they can provide better service in these areas. Erickson noted the struggle of staff to fulfill the goals of the strategic plan when we don't have the resources. He indicated part of the board's role as we delve into updating the strategic plan would be to define the roles we want to take on at the library level. Norman noted that beginning in May there will be a new program at St. Luke's Methodist church called Community Café that will offer hot meals to anyone that needs it, Monday through Friday. Campe suggested looking for a retired social worker or counselor to help with this process as well. Campe will reach out to her contacts to see if she can make any connections. Father Bulson noted a few things; first the desire is there, but the resources are not. He also noted the power in our advocacy, and suggested that rather than competing for resources, we should collaborate with some of the other factions that have these needs, and call upon leadership for resources. He recommended advocating as a board and forming relationships with some of the other service providers in the area to form a larger advocacy group.
12. **Security Update** Prentice presented the security stats. She noted that five more categories have been added and will be updated before the next meeting which will provide more specific data. She discussed

that there had been 17 major incidents in March that resulted in 8 exclusions of more than 10 days, and 2 calls to first responders. Lastly, she indicated that there were 2 cases currently that have indefinite exclusions, and the library is looking at to possibly ban for life. Erickson will be working with the city attorney to discuss the possibility, and Santino will be working on some policy language to bring back to the board.

13. **Update on Architect Space Planning Project** Erickson discussed the meetings with an architectural firm that specializes in libraries. The ultimate goal is to create a plan that can be presented to the building Use committee, and then we will start to come up with a true long-term plan for the best uses of library spaces.
14. **Update on Services and Programming** Prentice discussed the steady increase in programs and program attendance over the last month or two. She noted the WinterGreen event in March saw about 300 participants, and the Spring Break programs for children and families did quite well also. Looking ahead, Comic Con is coming up the first Saturday in May in celebration of free comic book day, and Summer Reading Program officially begins on May 23rd.
15. **Update on Building Projects** Erickson updated the group on the completion of the SE fence that was completed this month, as well as the donor wall completion. Lastly, he updated the group on the completion of the window treatments for staff areas. Upcoming projects include the previously discussed list.
16. **Monthly Statistics** Erickson discussed the monthly statistics, noting the uptick in programming. He displayed the 2019 stats, prior to COVID, and we are at about 70% of those stats, so it's on the upswing.

LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn** Quinn reported that her next meeting is in May, and that the Monarch Library System is currently looking at some of the changes in staffing.
18. **Mead Library Foundation - Kathie Norman** Norman reported that the Foundation is moving forward with their fall and winter programming, including the Academy talks, the Advisory Committee, and the winter reception. She further discussed that the Foundation is looking at funding a staff scholarship, and detailed some of the requirements and specifics of that. Quinn further reported that the Foundation has allotted \$3000 towards the 125th anniversary projects.
19. **Friends of Mead - Sydney Mehn** Mehn noted the current Gift of Reading campaign, noting that the Friends have so far raised \$2,735. She also noted that the Friends intend to participate in the 2022 Night Markets, the dates being June 24th, July 29th, and August 26th. Finally, Mehn noted that the Friends had also approved a scholarship for staff, which was detailed in the attached minutes, and will be announced to staff in conjunction with the Foundation's scholarship.

UPCOMING MEETINGS

20. **Library Board of Trustees (05/26/22 @ 7 pm)** Quinn reminded the board members that the May board meeting would be the annual election of officers, as well as the appointment of committee members.

ADJOURN

21. **Motion to Adjourn** Norman moved to adjourn the meeting. Walton seconded. The motion passed.