



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES / HR COMMITTEE MINUTES

February 18, 2026 at 5:00 PM

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

In-Person: Jeanne Pfeifer (President), Erin Bremser, Michael Close, Kathie Norman, and Maeve Quinn

Virtual: Julia Hart and Susan Kuck

Staff: Garrett Erickson, Evan Grossen and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called meeting to order at 5:03 p.m.

2. Pledge of Allegiance

3. Public Comments – none

4. Approval of Minutes

- a. Norman moved to approve the November 19, 2025, and January 8, 2026, minutes. Bremser seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

6. Consent Agenda (Items 6-11)

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

- a. Facilities Report
- b. Security Update
- c. Monthly Statistics
- d. Monarch Library System
- e. Mead Library Foundation
- f. Friends of Mead
- g. Services and Programming
- h. Fall Library Card Signup Postcard Campaign

12. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues

- a. Financial reports for November 2025 were reviewed
- b. December 2025 and January 2026 financial reports will be available at our next meeting
- c. Property tax levy waiting on approval to transfer funds to library budget
- d. Grossen agreed to move asterisk on "Janitorial Supplies..." per Quinn's request
- e. Grossen agreed to modify report to include reserve funds used to pay for expenses per Norman's request
- f. Close moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck seconded. Motion passed.

13. 2025 DPI Annual Report – Erickson

- a. Nessman and Erickson worked with Monarch to prepare this report for DPI

- b. Norman stated that since report does not capture e-content activity that Mead displays a rolling number of who is using e-content as a marketing tool
- c. Quinn moved to accept the 2025 Annual DPI Report as presented. Close seconded. Motion passed.

14. HR Study/Job Descriptions – Erickson

- a. Consultant Patrick Glenn will be interviewing staff from different roles/floors to discuss management structure needs
- b. Glenn will present an oral or written report to the Board
- c. Deliverables will include
  - i. Proposed Table of Organization
  - ii. Updated job descriptions
- d. Final report will be given to the City Administrator and Mayor
- e. Circulation Supervisor position description was discussed
  - i. Norman moved to approve the Circulation Supervisor position description. Quinn seconded. Motion passed.

15. Gift Policies – Erickson

- a. Unrestricted check donations in the amount equal to or exceeding \$1,000 made out to Mead Public Library will be deposited into the Foundation's account for investing
- b. Restricted donations/grants will be managed by library staff who will track expenditures
- c. Board of Trustees will be able to transfer large restricted gifts to the Foundation if those assets will be held for a long period of time
- d. Quinn moved to approve Gift Policy changes. Bremser seconded. Motion passed.

16. Trustee Email Accounts

- a. Board members are to contact Mead's IT Specialist to get their Mead email setup if it is not currently working
- b. Pilz to consult with IT Specialist regarding possible text option alerting members that an email was sent to their Mead email

17. Removal of Vending Machines – Erickson

- a. All vending machines will be removed from Mead Library this month

18. Additional Security Cameras – Erickson

- a. Cameras will be installed in the Rocca Room, Loft, Quiet Study Room, Public Conference Room 1 and Public Conference Room 2 to identify patrons who violate Mead's Code of Conduct
- b. Security cameras will also be installed in stairwells for staff safety

19. Code of Conduct Policy - Erickson

- a. Recently conducted patron survey revealed patrons' concerns of safety, loitering, horseplay, sleeping, etc.
- b. Erickson recommended the Board form an ad hoc committee charged with updating this policy
- c. Erickson to continue working with staff to address areas of concern

20. Meeting Room Audio Visual Upgrades

- a. Board of Trustees gave Garrett permission to ask the Foundation to fund the four speaker tiles at an estimated amount of \$25,000
- b. Speakers to be installed in the Rocca Room and Loft
- c. Hearing loop will be tied to the new speakers

- d. After Foundation approves expenditure, Garrett will work with the City to acquire
- e. Quinn cautioned us to keep in mind possible future modifications to the Rocca Room when installing the ceiling tile speakers

21. Motion to Adjourn

- i. Norman moved to adjourn the meeting. Close seconded. Motion passed.
- j. Meeting was adjourned at 6:25 p.m.

Next Meeting April 15, 2026, at 5:00 p.m. in the Rocca Room.