



**\*\*\* AMENDED \*\*\***

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

**August 27, 2024 at 5:00 PM**

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

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Members (in-person): Julia Hart, Kathie Norman, Jeanne Pfeiffer, and Maeve Quinn

Members (virtual): Meg Albrinck, and Sherry Speth

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

### **OPENING OF MEETING**

1. Call to Order and Determination of Quorum - Pfeiffer called the meeting to order at 5:01 p.m.
2. Pledge of Allegiance
3. Public Comments – None.
4. Approval of Minutes - Quinn moved to approve the July 17, 2024 minutes. Norman seconded. Motion passed.
5. Correspondence, Announcements, and Common Council Reports – None.

### **COMMITTEE REPORTS**

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Grossen reviewed the July accounts payable and the budget reports. Grossen stated that nothing appears to be out of the ordinary and added that we are on schedule to hit our target by the end of the year. Speth moved to approve payment of current expenditures, payroll and special revenues. Albrinck seconded. Motion passed.

### **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

7. 2025 Budget – Erickson presented the draft budget. Fields in yellow were calculated by the finance department. Fields in blue were calculated by Monarch based on use and per unit reimbursement cost.

If approved by the council, Mike Willmas will be in charge of a new facilities department to maintain city-owned buildings. Willmas gave his vision of how the new model should benefit the city and answered questions posed by the library trustees.

Albrinck is concerned about potential chargebacks. Grossen added that he didn't think there would be chargebacks.

Quinn added that the Board of Trustees determines the budget through state statutes. She would like the opportunity to evaluate the program in July 2025, to see how the personnel and supplies are being handled. Erickson stated that additional expenses could be covered by reserve funds.

Norman asked if we can pull out of the program after a year?

Albrinck asked about evaluation tools to determine the success of the new program. Hart asked if there were alternatives.

Quinn moved for the approval of the 2025 budget with the understanding that the two pilot programs 1) funding of the janitorial supplies (540222) and 2) funding of the building maintenance and repairs (550110) be evaluated in June 2025, prior to the 2026 budget process. Norman seconded. Motion passed.

Erickson asked for the power to handle budget changes as they arise. That request was denied by Norman.

#### **DIRECTOR'S REPORT**

8. Code of Conduct – The draft policy was reviewed. Hart stated that personal property, food, drink, sleeping, and body odor was not addressed. Norman stated that we need to define “how much” will be allowed to be brought into the library. Erickson to bring amended policy to September meeting for review.
9. Consent Agenda - Erickson submitted a ticket with the city attorney to determine the legality of the Board of Trustees’ utilizing consent agendas at meetings.
10. Building Projects – Erickson reported that the soft rollout of the locker system is going well. We will advertise it soon. The canopy is scheduled to be installed in September. Quinn to plan for grand opening event following canopy installation.

Floor cracks in foyer is forecast to be fixed in September.

An Automated Materials Handling vendor used by the Manitowoc library is being vetted.

Defective third floor carpet tile was replaced by Dulmes at no cost.

11. Services and Programming – Tabled to September.

**UPCOMING MEETINGS** – September 18, 2024 at 5:00 p.m.

**ADJOURN** - Norman moved to adjourn the meeting at 6:10 p.m. Hart seconded. Motion passed.