

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

**Thursday, October 27, 2022**

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**OPENING OF MEETING**

1. **Call to Order and Determination of Quorum - Kathie Norman, Vice President. All trustees may attend the meeting remotely. All trustees may attend the meeting remotely.** Norman called the meeting to order at 5:00 p.m. and determined a quorum.  
**Members present:** Albrinck, Alvarez, Campe, Guevara, Norman, Quinn, Speth, and Walton  
**Members absent:** Bulson and Salazar  
**Staff present:** DeAmico, Erickson, Mehn, and Prentice
2. **Pledge of Allegiance** Norman 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 - 09/22/2022** Walton **moved** to approve the minutes from the September 22, 2022 meeting. Albrinck **seconded**. The motion **passed**.
5. **Resolution in honor of Mead Library's 125th Anniversary** Quinn **moved** to approve the resolution as presented. Campe **seconded**. The motion **passed**.
6. **Correspondence, Announcements, and Common Council Reports** There were no common council correspondence or reports. Erickson made one announcement, noting that Mayor Sorenson has come over twice for open listening sessions for staff.

**COMMITTEE REPORTS**

7. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Quinn **moved** to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck **seconded**. The motion **passed**.

**ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. **Approve City of Sheboygan General Ordinance No. 11-22-23 to provide for a minimum wage of \$15.00 per hour for all library employees.** Guevara **moved** to accept the City of Sheboygan General Ordinance No. 11-22-23 for application to library employees. Walton **seconded**. The motion **passed**.
9. **2023 Operating Budget** DeAmico talked through the updated budget, which included the recent changes such as the increased salary compensation plan. Walton **moved** to approve the 2023 operating budget. Speth **seconded** the motion. The motion **passed**.
10. **Update to Meeting Room Policy** Erickson discussed the updates to the meeting room policy. Albrinck **moved** to approve the updated policy as presented. Walton **seconded**. The motion **passed**.

11. **2023 Resource Library Agreement** Erickson presented and discussed some of the changes that have been made in the new Resource Library Agreement. Quinn moved to approve the 2023 Resource Library Agreement as presented. Norman seconded. The motion passed.
12. **125th Anniversary Staff Appreciation Library Closure - 11/16/22** Erickson discussed the closure of the library on 11/16/22 from 3pm-8pm. Walton moved to approve the closure of Mead Library on 11/16/22. Albrinck seconded. The motion passed.

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

13. **Building Projects** Erickson reported on the building projects report attached. He noted the multiple electricians here updating the fire panel as of late.
14. **Services and Programming** Prentice reported that Great Decisions did very well with an average of 40 attendees per session, Tea & Tech also did well with 70 in attendance. Looking ahead, gardening, imaginarium programs, sidewalk poetry, and lawyer in the library sessions. WLA is coming up next week, Melissa will be doing several presentations during that.
15. **Support Services Report** Nessman provided a report to the board on her latest projects. One project is RFID help to other libraries that are just getting started with the program. Vega Discover is another program that adds a layer to the online catalog that makes searching easier.
16. **Security Update** Prentice discussed the security update, noting the increase in activity as the weather gets colder. Prentice discussed the updated return of manager on duty on weekends. She also talked about the research that she and Santino have done with other libraries in the area, and noted that most do not conceal/carry.
17. **Monthly Statistics** Erickson reported on the monthly statistics. He highlighted that the gate count and program stats are up, and also that the study room stats are at an all time high. He noted that could indicate that we might need to consider adding more study rooms in the future.

#### **LIAISON REPORTS**

18. **Monarch Library System - Maeve Quinn** Quinn reported that the board will be meeting next month, but she reported that the system staff were very grateful for the RFID help that has been provided to them from Mead.
19. **Mead Library Foundation - Kathie Norman** Norman commented that the Foundation has selected 3 scholarship recipients and they will be approved by the full board at the meeting mid next month.
20. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends events, including the 50th anniversary reception, as well as the annual BIG book sale, which brought in a 3-day total of \$6,875.33. Lastly, the Friends approved scholarship applications for 4 individuals, of whom checks were dispersed to.

Alvarez left at 5:59

#### **UPCOMING MEETINGS**

21. **Library Strategic Plan Committee Meeting (10/28/2022 @11am)**
22. **Library Board of Trustees (11/17/2022 @5pm)**

#### **ADJOURN**

23. **Motion to Adjourn** Albrinck **moved** to adjourn the meeting. Walton **seconded**. The motion **passed**.  
Being no further business, the meeting adjourned at 6:00 pm.

***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*