



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

October 15, 2025 at 5:00 PM

Mead Public Library, The Loft, 710 N 8th Street

In-person: Erin Bremser, Michael Close, Jim Hollister, Susan Kuck, Jeanne Pfeifer, and Maeve Quinn

Virtual: Julia Hart

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments - none

4. Approval of Minutes

a. Quinn moved to approve the September 17, 2025, minutes. Close seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

- a. Thank you note from Former Deputy Director was shared
- b. Wisconsin Library Association named Alison Loewen Librarian of the Year
- c. Common Council passed resolution transferring library maintenance staff to Facilities Team
- d. City's preliminary budget review was passed
- e. Ordinance granting encroachment due to Weill Center's renovation may impact traffic around Mead
- f. October 20 is next Common Council meeting

6. 6-11. Consent Agenda

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

- a. Monthly Statistics
- b. Monarch Library System
- c. Mead Library Foundation
- d. Friends of Mead
- e. Support Services

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

- a. Accounts payable and YTD budget reports were reviewed
- b. County property tax levy will fund the majority of the remaining revenue for the library
- c. Purchase order was issued for the construction of the Security Specialist's office and two phone booths
- d. Automatic Material Handling machine budget adjustment will be completed soon
- e. Roof is being partially funded via ARPA funds
- f. Spent \$3.3 million of our \$4.7 million budget

- g. Programming, special equipment, and specific building projects will be funded via restricted grants from the Mead Foundation (\$233K) and Friends (\$15K)
 - i. Sensory room
 - ii. Two additional study rooms
- h. Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Kuck seconded. Motion passed.

13. Monarch Membership Agreement

- a. To be signed by Board President Jeanne Pfeiffer and Library Director, Garrett Erickson
- b. Agreement outlines Mead Library and Monarch Library System expectations
- c. Quinn moved to approve signing the Monarch Library System Membership Agreement. Close seconded. Motion passed.

14. 2026 Mead Schedule

- a. Hollister moved to accept the 2026 Mead Schedule. Close seconded. Motion passed.

15. Review Draft Policy – Use of the Library

- a. Draft gives staff authority to deny parents from using their child's library card if their card was denied
- b. Family cards have the ability to be linked
- c. Quinn moved to approve the recommended changes to the Use of the Library Policy. Bremser seconded. Motion passed.

16. Review Draft Policy – Meeting Room

- a. Draft prevents patrons from leaving their personal items in a room they reserved and then abandoning the room
- b. The modification would give staff the ability to give the room to another patron if the initial patron abandoned the room
- c. Hollister made a motion to approve the recommended changes to the Meeting Room Policy. Quinn seconded. Motion passed.

17. Review Draft Policy – Photography and Recordings

- a. Strikes through original language regarding public information requests
- b. Wisconsin statute 43.30 provides strong confidentiality protection for library records, creating a specific exemption to public records access. Information was advice given to Erickson by Department of Public Instruction staff
- c. Quinn moved to approve the recommended changes to the Photography and Recordings Policy. Bremser seconded. Motion passed.

18. Services and Programming

- a. Holds locker extension expected to be completed by October 16
- b. Recommendation to review and/or revise the Art Policy to streamline acceptance of art

19. Staffing Updates

- a. Deputy Director Vacancy
 - i. Melissa Prentice's last day was October 3
 - ii. Eleven candidates applied for the position
 - iii. Interviews will likely be held the week of October 20
- b. Security Monitor Vacancy

- i. Interviews have been completed
 - ii. Offer to candidate will be made pending background check and drug screen
 - iii. Hope to have position filled in the next couple of weeks
- c. Middle Management Supervision
 - i. Discussed need for additional middle management supervision for staff

20. Other

- a. Mead's Great Decisions talks have been well-received
- b. WSCS records a majority of these talks and after a period of time posts them on YouTube
- c. Erickson to talk with Communications Specialist to advertise these YouTube recordings of Great Decisions talks

21. Motion to Adjourn

- a. Hart moved to adjourn the meeting. Close seconded. Motion passed. Meeting was adjourned at 5:37 p.m.

Next Meeting November 19, 2025, at 5:00 p.m. in the Rocca Room.