



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**December 13, 2022 at 5:00 PM**

**Mead Public Library, Rocca Room, 710 N 8th Street, Sheboygan WI.**

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 PM, Tuesday, December 13, 2022 at Mead Public Library, Rocca Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Sydney Mehn at the Mead Public Library, (920) 459-3400 extension 2039 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Sydney Mehn at the Mead Public Library at 920-459-3400 extension 2039 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## OPENING OF MEETING

1. Call to Order and Determination of Quorum - Maeve Quinn, President. All trustees may attend the meeting remotely.
2. 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)
- [4.](#) Approval of Minutes 11/17/2022
5. Correspondence, Announcements, and Common Council Reports

## COMMITTEE REPORTS

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

## CLOSED SESSION

6. Motion to Convene in Closed Session for the Purpose of Evaluation the Performance of the Library Director Under the Exception Set Forth In Wisconsin State Statutes 19.85(1)(c) For Considering Employment, Promotion Compensation, or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility.
7. Motion to Reconvene in Open Session

## RECONVENE IN OPEN SESSION

8. Possible Action on Item Discussed in Closed Session

## UPCOMING MEETINGS

9. LIBRARY BOARD OF TRUSTEES (01/26/22 @ 5 PM)

## ADJOURN

### 10. Motion to Adjourn

***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*

# CITY OF SHEBOYGAN

## MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, November 17, 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 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:** Erickson and Mehn
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 - 10/27/2022** Albrinck moved to approve the minutes from the October 27, 2022 meeting. Walton seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports** Quinn informed the group that some of the responsibilities of the city administrator have been transferred to the mayor until such time as the common council makes any further decisions. She further noted that the 125th anniversary celebration was the previous day, and it was a highly attended and appreciated event that went off very well.

### COMMITTEE REPORTS

6. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Speth moved to approve the report, and payment of current expenditures including payroll, and special revenues. Norman seconded. The motion passed.
7. **Strategic Planning Committee - Report of 10/28/22 Meeting** Norman reported that the committee met to begin the process of updating the strategic plan. It was decided that the board will send a survey to the 3 boards for feedback.
8. **HR Committee - Report of 11/16/22 Meeting** Norman reported that the HR committee met to discuss the Library Director evaluation process.

### ITEMS FOR DISCUSSION AND POSSIBLE ACTION

9. **2023 Holiday Schedule** Quinn presented the Holiday Schedule. Albrinck moved to approve the 2023 Holiday Schedule. Alvarez seconded. The motion passed.
10. **Spring In-service Date - March 24, 2023** Erickson discussed the closure of the library on March 24, 2023 for a staff in-service. Alvarez moved to approve the closure of Mead Library on 3/24/2023 for the staff in-service. Walton seconded. The motion passed.

11. **Library Director Review** Quinn reported that the Library Director review process will include a survey of the 3 boards, after which the review will take place. Norman sent out the survey questions, and is requesting responses back as soon as possible. Post the results, the board will convene with a closed session meeting to discuss his review and goals, potentially the first or second week in December.

## DIRECTOR'S REPORT

12. **Update on City HR Director Hiring Process** Erickson reported on the current hiring process for the City HR Director, noting that Baker Tilly has been hired as a 3rd party service to help with the hiring. The application portion will close next week Tuesday, and there are some good candidates that have already been submitted.
13. **Building Projects** Erickson reported on the building projects report attached. He reminded the board of the multiple electricians here updating the fire panel as of late, and noted that it is a long process.
14. **Services and Programming** Erickson reported in Prentice's absence. He noted the beginning of the sidewalk poetry program, working with DPW to put permanent sidewalk poetry into the block surrounding the library. He further submitted Prentice's report for the board to look over.
15. **Security Update** Erickson discussed the security update, noting the inclusion of a report letter from Security Specialist Santino Laster. He indicated that at the next board meeting we would take some time to discuss his concerns.
16. **Monthly Statistics** Erickson reported on the monthly statistics, noting that the gate count still continues to go up, and that the programming is what is having an effect on that number, as check-out numbers are relatively low.

## LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn** Quinn reported that the board met this past month. Riti Grover, the Monarch director noted that quite a few of the staff members were able to go to the WLA conferences. She further noted that the Vega software is being looked over to possibly implement. The software ties all of our online resources together into one searchable database to make all library offerings more accessible and widely marketed. Quinn also noted that our own Trish Federer is now in the role of administrative and finance assistant.
18. **Mead Library Foundation - Kathie Norman** Norman reported that the board met the previous day, and that they had a very successful campaign, of which the goal we set was over exceeded. Several approvals also took place, including the 2023 budget and 3 scholarship applications. They are further preparing for the Donor Celebration on December 2nd.
19. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends meeting, noting the preparation for the annual meeting in January, the new nominees for board members, and the by-laws and term limit changes. Lastly, there will be no December Friends meeting.

## UPCOMING MEETINGS

20. **Library Board of Trustees (1/26/2023 @5pm)** December meeting will be set, Mehn will send out a doodle poll for the first two weeks in December.

## ADJOURN

21. **Motion to Adjourn** Norman **moved** to adjourn the meeting. Walton **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 5:35 pm.

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Item 4.

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