



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

**August 09, 2023 at 5:00 PM**

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, August 9, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz 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 Pattie Pilz 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 - Barbara Alvarez, 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
5. Correspondence, Announcements, and Common Council Reports

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

- [6.](#) Library Operating Hours
7. 2024 Operating Budget and CIP Plan

## UPCOMING MEETINGS

8. LIBRARY BOARD OF TRUSTEES (09/27/23 at 5:00 p.m.)

## ADJOURN

9. 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

**Wednesday, July 26, 2023**

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, July 26, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Pattie Pilz 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 Pattie Pilz 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 - Barbara Alvarez, President**

Alvarez called the meeting to order at 5:01 p.m. and determined a quorum.

Members present: Alvarez, Pfeiffer, Quinn, Ramey, Speth, and Walton

Members absent: Albrinck (excused), Bulson, Guevara, and Norman

Staff present: DeAmico, Erickson, Nessman, Pilz, and Prentice

**2. Pledge of Allegiance**

Alvarez 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)

No public comments.

**4. Approval of Minutes**

Quinn made a motion to approve the June 28, 2023, minutes. Walton seconded. Motion passed.

**5. Correspondence, Announcements, and Common Council Reports**

Erickson announced that the City of Sheboygan Finance Director Krueger asked for our budget request to be turned in by August 15. Since our next board meeting is scheduled for August 23, he asked if we can meet prior to the August 15 deadline to finalize the budget on time.

Ramey also reported that Director Krueger presented the budget at last week's Common Council meeting. On July 31 from 12:45 – 5:30 p.m. final interviews for City Administrator will be held.

Quinn made a motion to change the order of the agenda to move monthly stats to line item 10A. Walton seconded. Motion passed.

## COMMITTEE REPORTS

### 6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations)

Speth reported that current expenses are in order.

### 7. Receive 2023 Budget Status Report to Date

Speth reported that the budget is on target. We have spent 48% of our funds. Quinn moved to approve the report, and payment of current expenditures including payroll, and special revenues. Motion passed.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

### 8. Appoint Standing Committee Chairs and Members as Set Forth in The Bylaws – President

Alvarez proposed to remove the fourth position on the Ad Hoc Arts and Facilities Committee. Current committee members include: Alvarez, Speth, and Walton. Alvarez will become the chair of the committee. Alvarez proposed amending the bylaws to disband the pre-COVID Marketing and Services Committee and replace it with the Patron Services Committee. Alvarez will chair this new committee. Members of this newly formed committee will include: Alvarez, Walton, and Pfeiffer. Working with the Public Services Manager and Director, this committee will periodically review patron-wide services and evaluate patron-engagement strategies. Quinn moved to disband the Marketing and Services Committee and replace it with the Patron Services Committee. Walton seconded. Motion passed.

### 9. Solicitations & Canvassing Policy

Erickson reported on a religious group that was using the Rocca Room weekly which attempted to recruit patrons who stopped to look at the materials placed outside the room. City Attorney Adams proposed modifications to the first paragraph of the Solicitations & Canvassing Policy as follows, "Solicitation and canvassing of the public or the staff is not permitted on Mead Public Library property except within a meeting space that has been reserved by a person or organization, and only during such time that the room has been reserved. Solicitation and canvassing conversations are allowed when all parties are physically inside of the reserved meeting space." After continued discussion, the board decided to continue researching the topic and will debate again at an upcoming meeting.

### 10. Staff Culture Survey

Erickson reported that staff took a culture survey months ago. Results were compiled which included the top three strengths and challenges. The Board of Trustees will receive a copy of the survey after it has been shared with staff. One of the top three challenges that staff identified was the lack of resources to assist the certain underserved groups such as the homeless, teens, and unattended minors.

### 10A. Monthly Statistics

Erickson reviewed circulation statistics. Physical items being checked out flattened out since COVID. However, E-content checkouts rose 11%. Gate count increased 16%. Wireless sessions increased. Workstations have been paired back since most patrons bring their own devices. The number of card holders has decreased. Study room use is growing. Class and seminar attendance are down. Part of which was attributed to the Maker Faire which drew about 200 people this year but last year, it drew 2,000. Prentice added that the Maker Faire is shifting

from a library event to a committee event. The BID might get involved. If that happens, it will not be a Mead event but Mead will still be a participant.

#### **11. 2024 Operating Budget and CIP Plan**

Financial Director Krueger distributed budgetary information to departments based on recent changes to shared revenue at the state level.

Prentice reported on an open hours study which proposed shifting our open hours. The main goal is to get additional security support for staff during the evenings and weekends. Prentice proposed two part-time security positions would report to our Security Specialist.

Nessman asked for \$70,000 to be applied to current and future collections. Details are included in Municode attachment. The request is itemized as follows.

- \$25,000 Processing Library Materials
- \$30,000 Digital Collection Expansion
- \$2,000 Read-Along Collection Expansion
- \$7,000 Experience Collection
- \$6,000 Experience Pass Collection

DeAmico to put numbers together which will be voted on at next Board of Trustees' meeting which was moved to August 9 at 5:00 p.m.

DeAmico added that we should know the payroll figures by August 17. We will have approximately \$100K of added expenses as outlined below:

- 1 FTE Librarian
- 2 PT security personnel
- Increase security officer's wages to include supervision of two new PT security personnel
- \$70K Nessman's collections expenses

Alvarez added that Mead is a cornerstone in the community. If we expand our staffing, we will improve the jobs of other departments who may not need to come to our assistance.

Erickson added that we need to prioritize our asks. He also stated that he had met with city (buildings) engineer Mike Wilmas and had voiced his concerns about accessibility issues.

### **DIRECTOR'S REPORT**

#### **12. Building Renovation Plan Update**

Erickson received Sensory Room plans. A sensory room offers a therapeutic space for autistic and special needs children and adults. The calm environment may help students with behavioral difficulties. Erickson also received an estimate for moving Melissa down to the first floor. We are awaiting a detailed plan for the locker system so it can be put out to bid.

#### **13. Staff Handbook**

Erickson reported that Human Resources is updating the staff handbook. After the department

heads submit their feedback, HR Director Westbrook will bring it to the Common Council for approval.

**14. Services and Programming**

Prentice reported there were approximately 300 in attendance at the Tom Pease concerts. LARRS program was also very popular with over 80 in attendance. Family Night on the Green drew in 150 attendees.

**15. Support Services**

Nessman addressed Ms. Athan's comments from previous meetings. Nessman reported that the book requested by Ms. Athan (*The Bodies of Others* by Naomi Wolf), has been purchased. Nessman apologized that Ms. Athan had not been contacted earlier as doing so did not align with current workflows.

The purchase suggestion form has been updated. Patrons are now able to place a hold on requested items so they can determine if the item was purchased or not. Beginning August 1, Mead will start tracking all purchase suggestion requests to determine how many items were purchased vs steering patrons toward inter-library loan or if requests were rejected based on purchasing criteria in policy.

**16. Security Update**

The July 24, 2023, Sheboygan Press article written by Alex Garner entitled, "How a New Co-responder Program with Elevate Aims to Better Equip Sheboygan Police Response to Mental Health Calls" was shared and discussed. We are now tracking when staff call emergency services for patrons. Our numbers are down for security during the summer which is normal.

**LIAISON REPORTS**

**18. Monarch Library System - Maeve Quinn**

Quinn to send the minutes from the last meeting. Governor Evers recently signed a bill which increased state budget funding for Wisconsin Library Systems by \$6 million.

**19. Mead Library Foundation - Kathie Norman**

Nothing to report.

**20. Friends of Mead - Pattie Pilz**

Nothing to report.

**UPCOMING MEETINGS**

**21. LIBRARY BOARD OF TRUSTEES**

Meeting was MOVED to August 9 at 5:00 p.m. (This meeting will replace the August 23 normally schedule meeting.) Quinn made a motion to move the meeting date to August 9. Walton seconded the motion. Motion passed.

**ADJOURN**

**22. Motion to Adjourn**

Meeting was adjourned at 6:32 p.m.

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# Changing Hours Open

## Current Hours

## Proposed Hours

Labor Day - Memorial Day M-Th: 8:30 am - 8 pm F: 8:30 am -5 pm Sat: 8:30 am -5 pm Sun: 1-5 Memorial Day- Labor Day M,W: 8:30 am - 8 pm T, Th, F, Sat: 8:30 am -5 pm Sun: CLOSED	M-Th: 9 am - 8 pm F: 9-5 Sat: 9-5 Sun: CLOSED
<b>6.25% decrease from 64 hour weekly average to 60 hours weekly year-round</b> Timeline: implementation beginning after Labor Day 2023	

## Impact on Staff

- Mead is the median among CLC (City Library Collective) libraries in terms of total FTE, but among the top five for hours open; this is a recipe for staff burnout.
- A later daily opening time provides an opportunity to have staff meetings and trainings with minimal impact on the desk schedule and patron-facing services
- Sundays are the lowest traffic and circulation days; being closed Sundays ensures that staff always have at least one day off per week, allowing for better work-life balance and better scheduling capacity during higher traffic times throughout the week.

## Impact on Service

- [New hours align with high gate-count times of day](https://docs.google.com/spreadsheets/d/16DqGzVaUu8A8tW5cXoUOSuedlSqzPIGT/edit?usp=sharing&ouid=103077643616858604493&rtpof=true&sd=true) (See <https://docs.google.com/spreadsheets/d/16DqGzVaUu8A8tW5cXoUOSuedlSqzPIGT/edit?usp=sharing&ouid=103077643616858604493&rtpof=true&sd=true>). While a reduction in hours will certainly bring annual visits down, we intend to minimize this impact by aligning our open hours with the most-visited times of day.
- More consistency year round;no seasonal change is easier on staff and the community we serve. Additionally, all other peer libraries maintain full evening service in the summer.
- Takes our role as a community warming facility into consideration by aligning with Open Door and Salvation Army hours and services.

- Our plan to add after-hours holds pick-up will provide a key service even when we are closed; we will be one of just a few libraries in the state to provide this.

## Comparison with Peer Libraries

- We are currently just meeting the minimum hours for DPI's "tier 1" designation. Currently, only 5 of the 11 CLC libraries meet the minimum hours open for tier 1, with the majority being under the threshold. WiLS is working on research and reporting to suggest changes to the DPI standards, including making a connection between FTE and "hours open" tiers. (See [Wisconsin Public Library Standards 6th edition 2018](https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf) ([https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin\\_Public\\_Library\\_Standards\\_6th\\_edition\\_2018\\_FINAL.pdf](https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Planning/Wisconsin_Public_Library_Standards_6th_edition_2018_FINAL.pdf)) , Appendix A)
- The suggested change in hours aligns us with our most comparable library: La Crosse (community size and annual visits are most similar to Mead)
- One of the most "open" libraries (Kenosha) has more than twice the FTE and double the community size as Mead and is open just 2 hours more per week than we currently are.
- See a [complete comparison](https://docs.google.com/spreadsheets/u/4/d/1Hr53LEx0UCYtja-2F-IW6el6qTQisGfeDIHAjkbRyXU/edit) (See <https://docs.google.com/spreadsheets/u/4/d/1Hr53LEx0UCYtja-2F-IW6el6qTQisGfeDIHAjkbRyXU/edit>) of CLC open hours, FTE, annual visits, and community size.