



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 15, 2026, at 5:00 PM

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

In-Person: Barbara Alvarez, Erin Bremser, Julia Hart, Kurt Jensen, Susan Kuck, Kathie McNellis, and Maeve Quinn

Virtual: Jeanne Pfeiffer and Andre Walton

Staff: Garrett Erickson and Pattie Pilz

1. Call to Order

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

2. Pledge of Allegiance

3. Public Comments – none

4. Approval of Minutes

a. Quinn moved to approve the June 17, 2026, minutes. Bremser seconded. Motion passed

5. Correspondence, Announcements, and Common Council Report - none

6. Consent Agenda (Items 6-11)

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

- a. Facilities Report
- b. Security Update
- c. Monthly Statistics
- d. Monarch Library System
- e. Mead Library Foundation
- f. Friends of Mead

12. Review and Possible Action on Payment of Current Expenditures including Payroll and Special Revenues

- a. Erickson presented the June financial reports
- b. On track with spending
- c. Donation purchases appear to be overspent but will be balanced upon receipt of Foundation reimbursement check which will be entered on July's financial report
- d. McNellis moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Jensen seconded. Motion passed

13. Exclusion Policy Update – Erickson

- a. Policy update highlights
 - i. Extending time for patrons to appeal the decision
 - ii. Clarifying when people are allowed on property during the appeals process after being excluded
 - iii. Removing name of excluded individuals from the agenda
 - iv. Go into closed session to discuss appeal

- b. Modifications requested
 - i. Alvarez asked to clarify statement regarding when patrons are excluded for more than one day, they will receive a letter
- c. Quinn moved to approve the modified Exclusion Policy 10.03 with the amendment citing patrons excluded for more than one day will receive a letter. Bremser seconded. Motion passed.

14. Code of Conduct – Erickson

- a. Red-lined updated policy was reviewed
- b. Policy enforcement by staff will be easier with all key conduct related activity in one document
 - 1. Requested addition
 - a. Exclusions will be entered into the library's incident tracking system and exclusion letters produced when the exclusion is more than 1 day.
- c. McNellis moved to approve the changes to the Code of Conduct Policy 14.01 with the above requested addition. Quinn seconded. Motion passed.

15. Management Structure Study – Erickson

- a. Patrick Glynn will be coming to the August 19 board meeting to give a presentation on his study
- b. Study sources included
 - i. 1/3 staff members were interviewed by Mr. Glynn
 - ii. Peer libraries in Wisconsin were asked to fill out surveys as part of data collection process
 - iii. For those libraries that did not return a survey, Erickson provided Glynn with their Table of Organization, which provided very basic information to compare
- c. Currently Mead is staffed at .79 managers per 10 employees
 - i. Lowest ratio in Wisconsin when compared to peer libraries in study
 - ii. Having three floors to manage adds a layer of management complexity
 - iii. Being the resource library for the 4-county consortium also adds more responsibilities onto management staff
 - iv. Security issues were also mentioned in the report as a constant stressor on staff and management. The city and county lack a coordinated effort in dealing with unhoused, so the library (management team) spends a disproportionate amount of time on the issue compared to other peer libraries
- d. Erickson met with City Administrator Bradley on June 30
 - i. Recommendation by Bradley for upcoming budget preparation
 - 1. Add one additional manager position to 2027 budget
 - 2. Add one lead position to 2027 budget
 - 3. Add an additional manager to 2028 budget
 - ii. Erickson to present draft budget to Board of Trustees at August meeting
- e. Security
 - i. Behavior issues are more prevalent in the evenings
 - ii. Difficulty recruiting for security monitor position
 - 1. Recommend creating new position combining security monitor with library assistant duties
 - 2. New position would be a full-time employee with benefits

16. 2027 Budget Preparation

- a. It is projected that staff will receive a cost-of-living increase and step increase
- b. One new manager and a lead position will be submitted as part of library budget
- c. Board agreed that the Finance Committee will not need to convene to review budget
- d. Budget to be presented to city administration in August, council in September
- e. Human Resources Committee will need to convene to discuss Glynn's recommendations
- f. Discussion on cost of eBooks
 - i. Hart suggested we create an educational tool for patrons, so they understand costs associated with eBooks

- ii. Hill suggested creating a video
- iii. Alvarez stated that Wisconsin Public Library Consortium has marketing resources detailing eBook pricing and will share links with Erickson
- iv. Erickson to talk with staff marketing specialist about putting information on website about eBook pricing for libraries

17. Services and Programming – Erickson

- a. Highlights of report
 - i. Summer reading program in full swing
 - ii. Smoking ban on block now in effect
 - iii. Putting together estimates for new shelving
 - iv. Warschau unit completed now being filled with artifacts
 - v. Hill added we are working on revamping our Experience Collection storage area behind main desk

18. Motion to Adjourn

- g. Meeting was adjourned at 6:02 p.m.

Next Meeting August 19, 2026, at 5:00 p.m. in the Rocca Room.