



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

September 18, 2024 at 5:00 PM

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

Members (in-person): Julia Hart, Jim Hollister, Maeve Quinn, and Andre Walton

Members (virtual): Meg Albrinck, and Sherry Speth

Staff: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Walton called the meeting to order at 5:00 p.m.
2. Pledge of Allegiance
3. Public Comments
None.
4. Approval of Minutes
Minutes were amended to correct an error. Quinn moved to approve the amended August 27, 2024 minutes. Speth seconded. Motion passed.
5. Correspondence, Announcements, and Common Council Reports
Erickson reported on the mayoral appointment of Erin Bremser as a new board member.

COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues
Grossen reviewed the August accounts payable and the budget reports. Grossen stated that the City received approximately \$900K from the August tax settlement. Wages and benefits are trending under all other expenses and are in-line with what is expected. Albrinck moved to approve payment of current expenditures, payroll and special revenues. Speth seconded. Motion passed.
7. HR Committee Report
Walton reported on the proposed 2025 centralized maintenance department. This new department will serve all city-owned buildings and will help each department support one another. The Communications Specialist position was reviewed.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Job Description
Erickson reported the Communications Specialist job description was modified to align with the Department of Public Instruction's study. The title was changed to Marketing Specialist as this position markets Mead's services and programs. Quinn moved to approve the updated position description to reflect the new title and modified duties. Albrinck seconded. Motion passed.
9. 2025 Budget
Erickson reported that Finance made three minor changes to the budget. Line items were increased for:

property tax levy, salary and life insurance. Hollister moved to approve the amended budget. Hart seconded. Motion passed. Quinn reiterated her motion from the August Board of Trustees' meeting in which she moved for the approval of the 2025 budget with the understanding that the two pilot programs 1) funding of the janitorial supplies (540222) and 2) funding of the building maintenance and repairs (550110) be evaluated in June 2025, prior to the 2026 budget process.

Grossen reported that they are working to finalize the 2025 budget. The Common Council will review the updated budget at to the Committee of the Whole meeting.

Erickson stated that Mead's roof repair will be partially paid for from ARPA funds and needs to be invoiced in 2024.

10. Code of Conduct Policy

Erickson shared samples of codes of conduct from other libraries. He noted the vast differences on how these policies vary between libraries. Erickson added that the new policy needs to fit our community. Prentice stated that it is vital the policy be easy to understand for both patrons and staff. Most importantly is that the library needs to be welcoming to all. Determining allowable bag size is difficult to enforce. Personal items, in excessive quantity that inhibits the use of the library, is prohibited.

Hollister asked for clarification on the section which refers to children being accompanied by a responsible person. Prentice replied that the responsible person may be an older sibling.

Pfeiffer, while not at the meeting, did submit questions ahead of time regarding service animals and wanted to know how the code of conduct differs from the rules of the library. Prentice recommended putting links to other policies on the code of conduct to clarify other rules of the library.

Quinn recommended having the City Attorney review the final code of conduct to ensure Mead is not denying patron rights. Erickson to bring code of conduct to the City Attorney's office once it is finalized by the Board of Trustees. Prentice to update the policy and to present the updated policy to the Board of Trustees for review. Erickson noted that the updated policy may take a couple of meetings to finalize.

DIRECTOR'S REPORT

11. Building Projects - Erickson reported on the following building projects:

Lockers (funded by Mead Foundation)

Lockers are being used. We are still waiting on awning before we have a grand opening. Erickson to ask Cheryl Nessman to follow up on the awning installation.

Floor cracks (funded by maintenance budget)

Cracks are scheduled to be fixed the first two weeks of October. Hoping to get fixed before election.

Community Resources Office/ Phone Booths (funded by Mead Foundation)

Architect sent quote to draw up plans. Waiting to determine funding source.

Warschau Collection Display Unit (funded by Mead Foundation)

Staff committee identified priorities for mobile unit and have two cabinet makers to review.

Automated Material Handling System (funded by maintenance budget)

We are determining functionality requirements. Have had visits from current and one additional vendor.

Second Floor Carpet (funded by vendor warranty)

Working with city procurement specialist to get issue fixed via warranty claim.

Sensory Room on Third Floor (funded by Mead Foundation)
Architect sent quote to draw up plans. Waiting to determine funding source.

Tuckpointing and Expansion (funded by City of Sheboygan's CIP Project)
Scheduled for mid-October. Estimated 2-3 months to complete.

12. Services and Programming

Prentice stated the Great Decisions program on September 17 was a success with 30 people in attendance. This program will continue through mid-October. The series is paid for through a donation from the former library trustee Dolcye Johnson.

In August, we held Tween STEAM Week for children between 10 to 13 years old. The program was held from 10-3 p.m. for a week. It was highly successful with nearly 100 kids participating for the entire week.

New maker-in-residence wet felting project is being installed on second floor stairwell.

Fall in-service staff session is scheduled for September 27. Staff will participate in workshops and teambuilding. Mead will be closed.

13. Security Update

Erickson reported that there was no unusual activity.

14. Monthly Statistics

Reports were available for review.

LIAISON REPORTS

15. Monarch Library System

Quinn will email minutes from last Monarch meeting. Mead did not fully launch the Vega system as it needs to be modified to work with our new locker system.

16. Mead Library Foundation

The Foundation did not meet in August.

17. Friends of Mead

Pilz reported on Friends activities.

UPCOMING MEETINGS

October 16, 2024 at 5:00 p.m. in the Loft

ADJOURN

Quinn made a motion to adjourn at 5:53 p.m. Albrinck seconded. Motion passed.