

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
Thursday, June 23, 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: Alvarez, Bulson, Campe, Quinn, Speth, and Walton
Members Absent: Albrinck, Guevara, Norman, and Salazar
Staff Present: DeAmico, 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** Walton moved to approve the minutes from the May 26, 2022 meeting. Speth seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports** There was no correspondence, announcements, or Common Council reports.

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. Walton seconded. The motion passed.
7. **HR Committee - Report of 6/14/2022 Meeting** Walton discussed the meeting of 6/14/22, noting the action items that will be discussed. He also discussed the Job description study and noted the changes that have taken place since the meeting at the city level.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Job Descriptions Updates** Erickson updated the group on the job description updates and the addition of one job description, highlighting the changes. He indicated that there was a retirement upcoming that would allow for the budget to cover these positions. Walton moved to approve the job descriptions as presented. Speth seconded. The motion passed.
9. **Table of Organization** Campe moved to approve the changes to the table of organization based on the updated job descriptions. Walton seconded. The motion passed.
10. **Job Descriptions Study** Quinn discussed the Common Council meeting that had taken place on Monday, June 20th, noting that the Job Description proposal had been referred back to the Finance and Personnel Committee for reworking. Additionally, the Finance and Personnel Committee will meet on June 27th at 5pm to determine what the next steps should be. It was suggested that the study should be held off

until an HR department has been hired. Erickson mentioned that he has been appointed part of the hiring committee for a new HR Director.

11. **125th Anniversary** Quinn updated the group on the progress so far, noting the plan to have a staff party on a Monday night in November at Trattoria Stefano, and that the library will close at 4:00pm that day to accommodate all staff.
12. **Joint meeting with City Finance and Personnel Committee** There will be a joint City Finance and Personnel and Mead Board Meeting, on July 25, 2022 at 5:00pm at City Hall.

DIRECTOR'S REPORT

13. **Update on Building Projects** Erickson discussed the fire panel replacement that is in process still. He discussed that DPW is awaiting parts yet, and that there has not been a determination as to whom is paying for the replacement yet. Additionally, there was a false alarm that went off that needed to be attended to in the middle of the night. He next talked about the concrete project next to the generator, noting that it sounds like DPW is going to be able to cover the cost of that project.
14. **Update on Services and Programming** The Levitt Amp Concert Series begins on the Green tonight, which will be recorded and broadcast on 91.7fm or on our podcast. The Acuity Cool Picks had 220 attendees for the Teen summer reading kick off, and the Sheboygan Maker Faire had 2500 people come through to participate. Erickson also mentioned the retirement of Aimee Steinbruecker, who has worked at Mead for 45 years, and will be retiring as of July 1st.
15. **Security Update** Erickson presented the security update report, which he reported typically goes down a bit during the summer months.
16. **Monthly Statistics** Erickson presented the monthly statistics, noting the increased program and participant stats.

LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn** Quinn reported that Monarch has not had a meeting since our last Trustee meeting.
18. **Mead Library Foundation - Kathie Norman** Quinn reported that the Foundation has not had a meeting since our last Trustee meeting.
19. **Friends of Mead - Sydney Mehn** Mehn reported that the Friends have not had a meeting since our last Trustee meeting.

UPCOMING MEETINGS

20. **Joint meeting with City Finance and Personnel Committee (7/25/22 @ 5:00 pm)**
21. **Library Board of Trustees (07/28/22 @ 5:00 pm)**

ADJOURN

22. **Motion to Adjourn** Walton moved to adjourn the meeting. Campe seconded. The motion passed. Being no further business, the meeting adjourned at 5:43 pm.

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