



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

May 15, 2024

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

OPENING OF MEETING

Members present (in-person): Julia Hart, Jim Hollister, Jeanne Pfeiffer, and Andre Walton

Members present (virtual): Meg Albrinck, Maeve Quinn and Sherry Speth

Members absent: Kathie Norman and Angela Ramey

Staff: Garrett Erickson (virtual), Evan Grossen, and Pattie Pilz

1. Call to Order and Determination of Quorum - Andre Walton, Vice President
Walton determined a quorum and called the meeting to order at 5:00 p.m.
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)
None.
4. Approval of Minutes
Motion made by Hart to accept the April 17, 2024, minutes. **Seconded** by Hollister. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports
None.

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
Grossen reported that as of March 31, 2024, the total year-to-date revenue is \$2,244,367.79 which consist mainly of taxes, donations, and interest. The total expenses are \$1,008,019.37 which consists mostly of salary and benefits, library materials (books and digital media), and course subscriptions. Total revenue less expenses equals a positive variance of \$1,236,348.42. Speth **moved** to approve the payment of current expenditures, including payroll and special revenues. Hart **seconded**. Motion **passed**.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. Consent Agenda - Erickson
Erickson introduced the topic of a "consent agenda" in which a series of items are combined and handled with one approval rather than reviewing them individually. Specific items may be pulled off the consent agenda to be reviewed separately. Erickson and Norman to discuss if consent agenda should be a bylaw, policy, or simple board motion.

ELECTION OF OFFICERS

8. Nominations from the Floor and Election of Officers for 2024 - 2025 (Closed Ballot Permitted) - President and Vice President
Quinn **moved** to nominate Pfeiffer for president. Hollister **seconded**. The motion unanimously **passed**.
Quinn **moved** to close the nomination for president. Albrinck **seconded**. The motion unanimously **passed**.

Albrinck **moved** to nominate Walton for vice president. Speth **seconded**. The motion unanimously **passed**. Hollister **moved** to close the nomination. Hart **seconded**. The motion unanimously **passed**.
9. Remarks from Outgoing and Incoming Officers
Walton appreciated the board's confidence in him. He is looking forward to what we can accomplish together. Pfeiffer thanked the board for their confidence in her ability to lead and is looking forward to working with the board this coming year.
10. Adopt Schedule of Meetings for 2024-2025
Walton **moved** to adopt the Schedule of Meetings for 2024-2025. Hart **seconded**. The motion unanimously **passed**.
11. Appoint Finance Officer for 2024-2025
Pfeiffer appointed Speth as finance officer for the 2024-2025 term.
12. Confirm/Propose One but No More Than Two Trustees for Continued Service/Election as Liaisons of the Mead Public Library Foundation
Pfeiffer appointed Norman and Quinn as Mead Library Board of Trustees Foundation liaisons.
13. Confirm/Propose Trustee to Serve On/For Appointment to The Monarch Board – President
Pfeiffer appointed Quinn to serve on the Monarch board as a liaison.
14. Appoint Standing Committee Chairs and Members as Set Forth in the Bylaws – President
Appointments tabled.
15. Appoint Ad Hoc Committee Chairs and Members as Set Forth in the Bylaws - President
Appointments tabled. Pfeiffer and Erickson to meet separately to discuss ad hoc committee needs based on current need. Hollister asked for a description of each committee.

DIRECTOR'S REPORT

16. Project Updates

Holds Locker

Erickson reported that the contractor will begin site preparation on May 20. Locker delivery is expected in early June. Testing will take place. Anticipated launch is late June or early July.

AMH Machine

Minneapolis vendor will demonstrate what their system can do with an inside/outside drop bin system.

Rocca Room

Updates to the Rocca Room have been put on hold until we know the cost of other projects.

17. Services and Programming

Report was reviewed. Erickson stated that Mead will be hosting the *Council on Library and Network Development* (COLAND) group on September 13. COLAND is a statewide library advisory committee appointed by the governor.

18. Security Update

Staff are working to compile historical data for security reports.

19. Monthly Statistics

Statistics were reviewed.

LIAISON REPORTS

20. Monarch Library System - Maeve Quinn

Software is being upgraded to Vega. Monarch added a staff person to support software upgrade. Quinn to send minutes from the Monarch board meeting once her Mead email is set up. Sheboygan and Ozaukee counties share the cost of the Bookmobile. Monarch received a \$100 donation to support the Bookmobile collection.

21. Mead Library Foundation - Kathie Norman

Norman absent.

22. Friends of Mead - Pattie Pilz

Nothing to report.

UPCOMING MEETINGS

23. Upcoming Meeting

Library Board of Trustees will meet on June 19 at 5:00 p.m.

ADJOURN

24. Motion to Adjourn

Walton **moved** to adjourn the meeting. Hollister **seconded**. Motion **passed**.

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*