



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

August 20, 2025 at 5:00 PM

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

In-person: Erin Bremser, Michael Close, Jim Hollister, Kathie Norman, Jeanne Pfeifer, and Maeve Quinn

Virtual: Julia Hart

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called the meeting to order at 5:00 p.m.

2. Pledge of Allegiance

3. Public Comments - none

4. Approval of Minutes

a. Norman moved to approve the July 16, 2025, minutes. Hollister seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report - Close

a. City Administration is working on each department's budget as they are submitted

6. 6-10. Consent Agenda

Quinn moved to adopt the consent agenda items listed below. Close seconded. Motion passed.

- a. Monthly Statistics Report
- b. Monarch Library System Report
- c. Mead Library Foundation Report
- d. Friends of Mead Report
- e. Support Services Report

11. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues

- a. Accounts Payable and YTD Budget reports were reviewed
- b. Waiting for second installment of the property tax levy from the County
- c. Wages/Benefits slightly under budget
- d. Building Maintenance/Repair \$718 will move to Building line item
- e. Roof PO was entered
- f. Roof funded through Federal ARPA grant to the City along with library fund balance
- g. Automatic Material Handler and roof replacement will pull from the library fund balance
- h. Equipment Replacement account budget adjustment will be done later in the year
- i. Norman moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Close seconded. Motion passed.

12. Finance Committee - Close

- a. Quinn moved to accept recommended Finance policy 13.01 changes. Close seconded. Motion passed.
- b. Two 2026 budgets were reviewed (with and without Mead maintenance team)

- i. Close moved to recommend to the Board of Trustees to accept the *Budget without Maintenance Team*. Discussion commenced. Motion failed. Erickson stated that both versions of the budget would be brought forth to the full library board for discussion and approval.

13. Human Resources Committee – Norman

- a. Mead Human Resources policies were compared to similar policies in place with the City
- b. Committee recommended the following policies be rescinded
 - i. 15.04 Hiring, Disciplining and Discharge of Library Staff
 - ii. 15.09 Personnel Records
 - iii. 15.11 Position Classification and Specification
 - iv. 15.12 Interpretation of Position Specifications
 - v. 15.13 Establishment and Maintenance of Classification and Compensation Plans
 - vi. 15.14 Classification Schedule
 - vii. 15.15 Classification Plan
 - viii. 15.16 Definition of Orientation Period, Trial Period and Pay Period
 - ix. 15.17 Definition of Employees
 - x. 15.19 Cessation of Employment
 - xi. 15.20 Compensation – Entrance Pay Rates
 - xii. 15.21 Employee Performance Reviews
 - xiii. 15.22 Compensation – Merit Increase Plan
 - xiv. 15.23 Employee Promotion and Demotion
 - xv. 15.24 Progressive Employee Discipline, Discharge and Grievance Process
 - xvi. 15.25 Immediate Discharge
 - xvii. 15.26 Continuity of Service
 - xviii. 15.35 Special Leave

14. Arts and Facilities Committee – Hart

- a. Acceptance of art piece was discussed
 - i. Art Policy guidelines were reviewed
- b. Action/costs if piece is accepted
 - i. Erickson to get input from staff on possible location to display piece
 - ii. Erickson to reach out to Foundation and Friends to pay for pedestal costs
 - 1. Buy or build pedestal/stand
 - iii. Move heavy piece to the library
 - iv. Purchase name plate with artist's name
- c. Decision to accept artwork was tabled to September meeting when we will have information on costs associated with accepting piece

15. Policies

- a. Norman moved to accept the recommended modification to the Art Policy 12.05 as presented. Bremser seconded. Motion passed.
- b. Quinn moved to rescind policies recommend by the Human Resources Committee listed above (item 13b i-xviii). Hollister seconded. Motion passed.
- c. Quinn moved accept the recommended changes to the Finance Policy 13.01 by the Finance Committee. Norman seconded. Motion passed.

16. 2026 Budget – Erickson

- a. Described changes to the proposed 2026 operating budget include moving \$10,100 from Contracted Services to Software Subscriptions

- i. \$3K for holds locker expansion
 - ii. \$3K Beanstalk software (Summer Reading Program)
 - iii. \$2,100 Orange Boy (security reporting program)
 - iv. \$2,000 Orange Boy (library card online registration)
- b. Discussion on Mead maintenance staff moving over to centralized facilities team
 - i. Resolution
 - 1. It may be rescinded if metrics are not met
 - a. If rescinded, personnel and funds revert back to Mead
 - 2. Will need to be signed by Mead Library Board of Trustees and the Common Council before January 2026
 - 3. One-year pilot plan was discussed
 - ii. A budget with and without the maintenance staff was reviewed
 - iii. Mead staff would work onsite most of the time unless they are needed at another facility
 - iv. Staff will be cross-trained at other locations
- c. Cross moved to approve the 2026 budget without maintenance team, contingent upon successful passage of resolution. Hollister seconded. Quinn offered a friendly amendment to the original motion that the Board of Trustees review the maintenance team metrics in one year of implementation. Hollister seconded friendly amendment. Motion to accept the friendly amendment passed.

17. Table of Organization

- a. Quinn moved to table discussion to change the Table of Organization pending acceptance of the resolution by the Common Council. Norman seconded. Motion passed.

18. Mead vs. Private Email

- a. Board members having problems with the Mead email
- b. Pilz to follow up with Mead IT Specialist on workaround

19. Services and Programming – No report

20. Security Update – Erickson

- a. Freedom of Information Act (FOIA) requests increasing
- b. City camping resolution being challenged by some of the unhoused population
- c. Security Monitor position closes August 20
 - i. Lack of applicants concerning
 - ii. Researching what other libraries do for security of a similar size

21. Facilities Report – Erickson

- a. 24/7 Holds Locker will be expanded by one vertical unit of small lockers
 - i. Waiting for delivery of extension column
 - ii. Some installation work will be done in-house
- b. Community Resource Officer/Phone Booths Construction
 - i. Out for bid
 - ii. Completion goal is December 2025
- c. Youth Services Entrance
 - i. Modification to original quote is needed to adjust door direction
 - ii. Estimate will be increased as more information is collected
- d. Roof
 - i. Project is anticipated to begin on September 3 – weather dependent
 - ii. 6-8 weeks to complete

- iii. Access to outdoor book drop off and holds locker will be limited in the morning hours due to staging area needed for roofer's equipment

22. Motion to Adjourn

- a. Norman moved to adjourn the meeting. Close seconded. Motion passed. Meeting was adjourned at 6:38 p.m.

Next Meeting September 17, 2025, at 5:00 p.m. in the Rocca Room.