

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES
Thursday, July 28, 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, Guevara, Norman, Quinn, Speth, and Walton
Members Absent: Albrinck and Salazar
Staff Present: DeAmico and Erickson
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 - 6/23/22** Walton moved to approve the minutes from the June 23, 2022 meeting. Speth seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports** Erickson discussed the increased Covid numbers and appraised the board on the staffing numbers.

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. **Human Resources Committee - Report of 7/26/2022 Meeting** Norman discussed the meeting of 7/26/22, noting that the TO and a few job descriptions will be brought forth for discussion and possible action later in the agenda.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **City Job Description Questionnaire (JDQ) Study** Erickson updated the board on the latest news on the study. Monday, 7/25/22, the consultants met with the City Finance and Personnel committee to review the study and discuss next steps.
9. **Library Job Descriptions** Erickson updated the group on four different job description updates, noting the changes to the educational requirements. Alvarez moved to approve the job descriptions as presented. Guevara seconded. The motion passed.
10. **Library Table of Organization** Walton moved to approve the changes to the table of organization based on the updated job descriptions and reorganized management structure, and effective January 1, 2023. Guevara seconded. The motion passed.

11. **Photography and Recordings Policy** Erickson discussed the need for the library to have a policy in place for photography and recordings in reaction to first amendment policy auditors. He highlighted the policy and discussed the different aspects of it. Walton moved to approve the Photography and Recordings Policy as presented. Speth seconded. The motion passed.
12. **Upgrade to Video Network Storage Equipment** Erickson updated the board that the new compliance regulations for retention policy for video storage should be maintaining 120 days' worth. The cost to update this for us would be around \$30,000. We have gotten one quote so far and Erickson will work with the city to possibly procure a leaner quote from another vendor. Norman moved to approve the expense of up to \$31,000 for an upgrade to the video network storage equipment to maintain compliance with the state, with the monies to be deducted from the contracted services item line of the budget. Walton seconded. The motion passed.

Norman left the meeting at 5:53pm

13. **Update on Capital Projects** DeAmico updated the board that maintenance had found a few boxes of spare tile and decided that they could do the front entry tile job themselves. She further updated the group that the fire panel replacement project is still in the works, with movement being made to go forward with the quote we received so that it does not lapse and have to be requested.
14. **125th Anniversary** Quinn updated the group that Josh Lintereur is waiting on the printer for the panels to be created and they will be displayed on the first floor in August or September.

DIRECTOR'S REPORT

15. **2023 City of Sheboygan Budget** Erickson presented the parameters and timeline for the 2023 budget to the board. He noted that the guidelines include a flat budget for non-personnel operating budget.
16. **Update on Architectural Plan** Erickson handed out some architectural plans for the trustees to look over. He indicated that the next steps would be for staff to look over the 2 different plans and then for trustees to be presented with the final plans. He noted that the projects were idealistic and would be potentially 10 – 20 years' worth of projects.
17. **Building Projects** Erickson discussed the building projects, noting again the fire panel replacement is still in process.
18. **Services and Programming** In Prentice's absence, Erickson highlighted the overview of her report. He noted the Levitt Amp Concert Series on the Green tonight, which will be recorded and broadcast on 91.7fm and on our podcast. Programming continues to ramp up, significantly. He further noted that we have 3 new staff members, 2 part time and 1 full time staff members to the public services team.
19. **Security Update** Erickson presented the security update report, which he reported incidents typically go down during the summer months.
20. **Monthly Statistics** Erickson presented the monthly statistics, noting the increased statistics all around to pre-Covid numbers.

LIAISON REPORTS

21. **Monarch Library System - Maeve Quinn** Quinn reported that Monarch has added a 5% cost of living increase for inflation to employees' salaries. Additionally, there have been several staff changes to Monarch and they are utilizing contract services currently and reviewing the need for additional staff

being taken on. Finally, the bookmobile utilization has increased greatly this year, which has increased the concern and conversation over the cost of fuel and delivery costs.

22. **Mead Library Foundation - Kathie Norman** Quinn reported that the Foundation has not had a meeting since our last Trustee meeting. She did note that there was an approved vote for financial support for the Admiral Reader program which will begin this September.
23. **Friends of Mead - Sydney Mehn** In Mehn's absence, DeAmico reported that the Friends have not had a meeting since our last Trustee meeting, but that the Scavenger Hunt had been a great success and a fun time.

UPCOMING MEETINGS

24. **LIBRARY BOARD OF TRUSTEES (08/25/22 @ 5 PM)**

ADJOURN

25. **Motion to Adjourn** Walton **moved** to adjourn the meeting. Speth **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 6:27 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*