



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 15, 2023 at 5:00 PM

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

Notice of the Mead Public Library Board of Trustees Meeting at 5:00 p.m., Wednesday, November 15, 2023, at Mead Public Library, Rocca Conference Room, 710 N 8th Street, Sheboygan WI.

Persons with disabilities who need accommodations to attend this meeting should contact Garrett Erickson at the Mead Public Library, (920) 459-3400 extension 2041 as soon as possible. Persons other than commission, committee, and board members who wish to participate remotely shall provide notice to Garrett Erickson at the Mead Public Library at 920-459-3400 extension 2041 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Barbara Alvarez, President.** All trustees may attend the meeting remotely. Alvarez called the meeting to order at 5:00 pm and determined a quorum.

Members present

(In-person) Barbara Alvarez, Kathie Norman, Maeve Quinn, Angela Ramey

(Virtual) Jeanie Pfeiffer, Meg Albrinck, Sherry Speth and Andre Walton

Members absent: William Bulson, and Marcos Guevara

Staff present: Debbie DeAmico, Chase DeVrou, Garrett Erickson, Melissa Prentice

2. **Pledge of Allegiance**
Alvarez 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 one present for Public Comment.
4. **Approval of Minutes**
Quinn made a **motion** to approve the September 27, 2023, minutes. Norman **seconded**. Motion **passed**.
5. **Correspondence, Announcements, and Common Council Reports**
A note from Shores of Sheboygan was read on the Mead Public Library delivery service. Alvarez announced that Debbie DeAmico is retiring at the end of December 2023 and thanked her for her years of service to the Library.
6. **PBS Award Winner - Alison Loewen**
Alvarez recognized Alison Loewen for her accomplishment. Alison will attend the January 2024 meeting to talk about the award.

7. **Introduce Casey Bradley as the New City Administrator.**

Alvarez introduced Casey Bradley to meeting attendees as the new City of Sheboygan's City Administrator. Quinn welcomed Bradley to the community. Bradley gave a brief history of himself to the group.

COMMITTEE REPORTS

8. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations).** The accounts payables were reviewed and Quinn **moved** to approve the expenses presented. Norman **seconded**. Motion **passed**.

Receive Budget Status Report to Date. DeAmico presented the November 2023 financial reports.

9. **Human Resources Committee** - Andre Walton, Chair report on November 13, 2023 meeting. Walton updated the committee on the discussions held at the Human Resources Committee. The committee also discussed the page wage scale and tabled till the next meeting of the Human Resource Committee.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

10. **Job Description Update**

Walton talked about the Library Administrative Services Manager position requesting the title be changed to Finance Manager. Erickson pointed out the only change is the title and the education section. Walton **motioned** to change the job description title and education section of the Administrative Services Manager to Finance Manager and the change in education requirements. Albrinck **seconded** the motion. Motion **passed**

11. **2024 Budget**

DeAmico stated the 2024 Budget was approved by the Sheboygan Common Council. The Library received additional budget in Janitorial Supplies, Building Maintenance, Material purchases, and employee wage increases. The Library received an additional part-time staff member in the area of Public Safety.

12. **2024 Holiday Schedule – Debbie DeAmico**

DeAmico presented the 2024 Holiday Schedule to the committee. Quinn **moved** to accept the 2024 Holiday schedule as presented, Walton **seconded**. Motion **passed**

13. **In-Service Dates - Debbie DeAmico**

DeAmico presented the 2024 in-service dates for 2024 employee in-service training. Albrinck **moved** to accept the 2024 MPL in-service dates. Quinn **seconded**. Motion **passed**.

14. **Monarch - Approval of 2024 System Resource Library Agreement**

The Monarch System Library Resource Agreement was reviewed. Albrinck **moved** to accept the Monarch System Library Resource Agreement for 2024. Norman **seconded** the motion. Motion **passed**.

15. **Approval of the 2024 restricted grants from the Friends of Mead Public Library & Mead Public Library Foundation - Debbie DeAmico**

DeAmico presented the Friends of Mead Public Library and the Mead Public Library Foundations grants that were approved by the respective boards to the Mead Public Library for the 2024 fiscal year. After some discussion Norman **motioned** to accept the grants from the Friends of Mead Public Library and the Mead Public Library Foundation for the 2024 fiscal year. Quinn **seconded**. Motion **passed**.

16. Discussion and possible donor gift. - Garrett Erickson

Erickson presents a possible donation of a Wurlitzer Spinet piano with bench by Bruce Timm. Mr. Timm was present and explained his interest in donating a piano to the library. Mr. Timm then offered to also pay for the moving of the piano and would also donate for its upkeep for five years. After additional discussion, Norman **motioned** to table further discussion and possible decision until January 2024. Ramey **seconded**. Motion **passed**.

DIRECTOR'S REPORT

17. Library Board of Trustees Meeting Schedule

After discussion, it was decided that Erickson would have Pilz send out a survey for day & time preferences.

18. Renovation Planning

Erickson informed the Board that the Renovation Planning committee had met for the first time. The Renovation is in its initial planning stages.

19. Services and Programming

Prentice updated the Board on several upcoming programs and the large attendance to the Wisconsin Academy of Sciences presentation.

20. Security Update

Erickson referred the Board to the "Disruptive Patron Interaction Report October 2023" there was little discussion and incidents will continue to be monitored.

21. Monthly Statistics

Erickson spoke on the monthly statistics. Most usage statistics are continuing to increase.

LIAISON REPORTS

22. Monarch Library System - Maeve Quinn

Quinn reported that electronic collections are continuing to be very popular. Also, the implementation of the Vega catalog interface is proving to be more challenging than anticipated.

23. Mead Library Foundation - Kathie Norman

Norman reminded the Board that the Mead Public Library Foundation Gala will be held on December 1st and asked that those interested in attending to RSVP Pilz.

24. Friends of Mead - Debbie DeAmico

The Friends approved a \$12,000 donation to the library for 2024, restricted to programming and experience passes. The Friends also relayed their gratitude for the support received from the Library and Library Board of Trustees.

UPCOMING MEETINGS

25. LIBRARY BOARD OF TRUSTEES January 24, 2024 at 5:00 p.m.

ADJOURN

26. **Motion to Adjourn**

Alvarez **motion** to adjourn. Walton **seconded**. Motion **passed**.

FUTURE ITEMS

Piano Donation

Renovation Updates

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*