



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

June 19, 2024 at 5:00 PM

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

Members (in-person): Julia Hart, Angela Ramey, Kathie Norman, Jeanne Pfeiffer, Maeve Quinn, and Andre Walton

Members (virtual): Jim Hollister, and Sherry Speth

Members excused: Meg Albrinck

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President.
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
Walton **moved** to accept the May 15, 2024, minutes. **Seconded** by Norman. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports
None.
6. Appoint Committee Chairs and Members as Set Forth in the Bylaws – President
Finance Committee – Speth (chair), Quinn, and Pfeiffer
Human Resources Committee – Walton (chair), Norman, and Albrinck
Marketing and Services – Quinn (chair), Hollister, and Hart
Ad Hoc Arts and Facilities Committee – Walton (chair), Speth, and Hart
Ad Hoc Building Committee – Norman (chair), Hart, and Walton
Ad Hoc Bylaws and Policies Committee – Norman (chair), Hollister, and Albrinck
Ad Hoc Equity Committee – Pfeiffer (chair), and Quinn
Ad Hoc Strategic Planning Committee – Pfeiffer (chair), Norman, and Albrinck
Mead Library Foundation Representatives – Norman, and Quinn
Monarch Library System Board - Quinn

COMMITTEE REPORTS

7. 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 reviewed the April financial statement. Material resources were moved to the “Other Content” account. Quinn asked that a rough draft of the 2025 budget be available for our next meeting. Quinn **moved** to approve the payment of current expenditures, including payroll and special revenues. Speth **seconded**. Motion **passed**.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. Institution and Teacher Cards Policy

Institution and Teacher Cards are used by teachers and/or institutions to check out numerous books under one card. Norman **moved** to approve implementing the Institution and Teacher Cards Policy. Walton **seconded**. Motion **passed**.

9. Front Entrance Floor Repair

Erickson shared that the area where a drainage tile was removed is now settling resulting in floor cracks. Funds from the maintenance account will be used to pay for repairs. Reserve funds will be used to pay for any charges over budget. Three quote options were discussed as follows:

Option 1 – First Entry = \$8,515.92

Remove and dispose of existing floor, protect windows, LVP, paste, cove based, transitions and labor.

Option 2 – Second Entry and Bathroom Hallway = \$8,706.63

Remove and dispose of existing floor, LVP, paste, cove base, transitions and labor.

Option 3 – Carpet Inserts = \$4,148.64

Replace walk-off carpet module insert.

Quinn **moved** for approval of Option 1 and 3. Hollister **seconded**. Motion **passed**. Option 2 was put on hold due to possible bathroom upgrades which could impact traffic flow.

10. Drinking Fountain Replacement

Erickson reported that three drinking fountains, which are approximately 25 years old, are breaking down. We cannot locate parts to fix them. It was recommended to replace the three using the maintenance account initially and then the reserve fund if we are over budget. Pilz to research if there are any grants available. Norman **moved** to replace the three water fountains in question. Walton **seconded**. Motion **passed**.

11. Table of Organization

Erickson stated that a 20-hour per week page recently resigned to pursue higher education. He asked for permission to split the 20 hours between two existing part-time pages. The two 20-hour page position would be increased to 30-hours and would be eligible for additional benefits. Quinn **moved** to approve the modifications to the two existing 20-hour per week page positions to 30-hours per week. Norman **seconded**. Motion **passed**.

DIRECTOR'S REPORT

12. Project Updates

Bollards were installed in the sidewalk by the employee entrance to protect staff and patrons.

13. Services and Programming

Eighteen individual first grade classes visited from eleven different schools, for a total of 679 students, from May 14 through June 5, 2024. Seven schools sent their classes for a total of 378 students. We processed 22 new cards from one school. In 2023, only 391 students visit the library from four schools.

14. Security Update

Erickson reported that teen security issues decreased while adult issues increased. The number of total incidents decreased, while the number of exclusions increased. Erickson asked the Board of Trustees to compare our current Code of Conduct with previous renditions and be prepared to discuss at our July meeting. Erickson will email previous renditions to board members.

15. Monthly Statistics
Adult materials checked out has increased.
16. Consent Agenda
Tabled for July.

LIAISON REPORTS

17. Monarch Library System
Quinn reported that new trucks are needed for the Monarch delivery system. The second phase of the Vega catalog upgrade is planned for July.
18. Mead Library Foundation
Norman shared that the Foundation Board approved the next step of getting bids for the phone booths, security personnel office (architect is working on drawings), and Rocca Room concept for updates. The capital campaign is on hold until more discussions with city officials have taken place.
19. Friends of Mead
Pilz shared the dates of the book sale will be October 17, 18, and 19. A preview sale will be held on October 16, for Friends members and staff.

Pilz stated that Mead's Communications Specialist is planning a fall postcard campaign targeting households that do not have library cards. As an incentive to get new households to sign up for a library card, the Friends will honor a coupon/voucher that patrons can use to receive a free book(s) from the Friends' bookstore. Details pending.

UPCOMING MEETINGS

20. Next Meeting
Library Board of Trustees will meet on July 17, 2024, at 5:00 p.m.

ADJOURN

21. Motion to Adjourn
Meeting was adjourned at 6:30 p.m.

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*