

**\*\*\* AMENDED \*\*\***  
**CITY OF SHEBOYGAN**  
**MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES**  
**Thursday, April 27, 2023**

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**OPENING OF MEETING**

1. **Call to Order and Determination of Quorum - Maeve Quinn, President**

Quinn called the meeting to order at 5:03 p.m. and determined a quorum.

**Members present:** Albrinck, Norman, Quinn, Speth, and Walton

**Members absent:** Alvarez, Bulson, Guevara and Salazar

**Staff present:** DeAmico, Erickson and Pilz

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)**

Ase Athan spoke regarding her concern about the lack of diversity in our collections regarding COVID. Quinn confirmed someone will get back to Athan.

4. **Sheboygan Community Gardeners Presentation**

Joanne Friedman, Sam Lund and Sam Tilton gave a presentation on a proposed project to add native plants near the sculpture outside Mead. Erickson agreed it was a good idea but directed them to consult with DPW for project approval. The garden would be used as an educational tool and to benefit our ecosystem.

5. **Approval of Minutes 1/26/23 and 2/23/23**

Albrinck **moved** to approve the minutes from the January 26, 2023, and February 23, 2023, meetings. Walton **seconded**. The motion **passed**.

6. **Correspondence, Announcements, and Common Council Reports**

Alderperson Angela Ramey will succeed Amanda Salazar as council liaison and will be sworn in prior to our May meeting. Board elections will be held in May. Quinn will send out an email regarding open positions and job duties. Jeanne Pfeiffer was appointed by SASD Superintendent as Chris Campe's successor, and the MPL board is waiting for the City of Sheboygan mayoral appointment, and city council confirmation of Pfeiffer's SASD appointment.

**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**

Speth reported the Sheboygan Area Retired Teachers' Association made a \$200 donation for library books. Speth reported that all accounts payables and financials are in order. DeAmico reported the security project and fire alarm panel project are now completed after being delayed because of backordered parts. Mead Public Library had around \$15,000 in unexpected repairs for the HVAC system which were funded from the building maintenance fund. Janitorial supplies are about 66% over budget.

Herr to look into lower cost supplies. Equipment replacement is at 98.9% which covers our patron computers for the year.

Norman moved to approve the report, and payment of current expenditures including payroll, and special revenues. Speth seconded. The motion passed.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Engberg Anderson Architects Plan**

An annotated 10-20-year floor plan was discussed along with a plan to prioritize work moving forward. Walton moved to approve the plan concept. Albrinck seconded. The motion passed.

9. **Gift Policy Draft**

Erickson presented Gift Policy draft which was updated by Nessman. Norman moved to approve the Gift Policy draft. Walton seconded. The motion passed.

10. **Collection Policy**

Erickson presented Collection Policy draft which was updated by Nessman. Albrinck moved to approve the Collection Policy draft. Speth seconded. The motion passed.

## DIRECTOR'S REPORT

11. **Building Projects**

Erickson discussed the successful replacement of the HVAC fan shaft.

12. **Services and Programming**

Prentice wished everyone a happy National Library Week and thanked the Foundation Board for the staff treats. The American Libraries Report was reviewed. Censorship challenges across America are breaking records. Wintergreen was a huge success with over 750 people. This was the first year we had individuals and community groups approaching us to be a part of the event. The Warschau program held at the Beth El synagogue with live music had 300 people attend. The Wisconsin Academy Program had about 50 people attend in person and another 45 virtually attended. ComicCon will be held May 6. The 2023 summer reading program begins May 30. Pre-registration opens on May 1 to allow for youth services librarians to go into schools before the school year ends to register kids.

13. **Security Update**

Erickson stated that Exclusion report will only include minimal details and will only be reported for those who have been excluded for 10+ days.

14. **Support Services Update**

Erickson reported a new Page was hired out of about 30 applicants. Prentice reported on Memory Care Kits which can be checked out by care providers. Eleven kits were purchased via ADRC funding.

15. **Monthly Statistics**

Erickson submitted the monthly statistics for review. He discussed the difficulty in getting long-term volunteers. Volunteer statistics will be removed from the large chart. However, a brief overview of the month's number of volunteers and volunteer hours will be included as part of future monthly reports.

16. **Above & Beyond MOU**

Prentice reported that Loewen is working with Above & Beyond, Sheboygan County YMCA, and Sheboygan Community Recreation Department to form a partnership called Play is Healing.

## LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn**

Quinn had nothing to report.

18. **Mead Library Foundation - Kathie Norman**

Norman had nothing to report.

19. **Friends of Mead – Pattie Pilz**

Friends Dance Party held on April 21 was a huge success with over 70 attendees. Haley Shirk to step down from Monarch Friends Liaison Committee. Odds and Ends Sale will be June 3 from 9:00 to 4:00 p.m. in the Rocca Room. Year-to-date Gift of Reading donation was at \$1,200.

**UPCOMING MEETINGS**

20. **LIBRARY BOARD OF TRUSTEES (May 25 at 5:00 p.m.)**

**ADJOURN**

21. **Motion to Adjourn**

Walton **moved** to adjourn the meeting. Norman **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 6:48 pm.