

## CITY OF SHEBOYGAN

# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Wednesday, September 27, 2023

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### OPENING OF MEETING

**1. Call to Order and Determination of Quorum - Barbara Alvarez, President**

Alvarez called the meeting to order at 5:04 p.m. and determined a quorum.

Members present (in-person): Barbara Alvarez, Kathie Norman, Jeannie Pfeiffer, Maeve Quinn, Angela Ramey, and Sherry Speth

Members present (virtual): Meg Albrinck, and Andre Walton

Members absent: William Bulson, and Marcos Guevara

Staff present: Debbie DeAmico, Garrett Erickson, Pattie Pilz, and Melissa Prentice

Staff absent: Cheryl Nessman

**2. Pledge of Allegiance**

Alvarez led the group in the Pledge of Allegiance.

**3. Public Comments**

There were no public comments.

**4. Approval of Minutes**

Quinn made a motion to approve the August 9, 2023, minutes. Norman seconded. Motion passed.

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

Ramey reported that the Common Council is in the middle of reviewing budgets.

### COMMITTEE REPORTS

**6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts, and Donations)**

Speth reported that a \$4,125 estate memorial gift was donated to Mead and placed in the endowment fund.

**7. Receive 2023 Budget Status Report to Date**

Speth reported that the budget looks good.

**8. Patron Services Committee Meeting**

Alvarez reported on the newly formed Patron Services Committee meeting held on September 15, 2023. The committee will meet monthly for the foreseeable future. The new library hours have been well-received. Staff can work on programs and projects prior to the library opening. Alvarez added that the new Little Free Library has been very popular. There was discussion on opportunities for community connections/partnerships, home delivery, and advertising.

### ITEMS FOR DISCUSSION AND POSSIBLE ACTION

**9. 2024 Operating Budget and 2024-2028 CIP Plan Update**

Erickson reported that the operating budget was submitted to the Finance Department. The Common Council will review and prioritize submissions. The CIP projects in 2024 exterior work total about

\$150,000 which includes tuckpointing to prevent flooding during strong rains. The roof also needs to be repaired. Erickson has contacted Mike Wilmas, City Engineer, regarding these issues. The roof is scheduled to be repaired in 2025. Wilmas is investigating the addition of solar panels when we get a new roof. The total cost of adding solar panels is projected to be \$500,000. We are hoping for a portion of this cost to be covered by a grant.

## **DIRECTOR'S REPORT**

### **10. Holds Locker Update**

Erickson shared that Nessman is working with the locker vendor to answer specific questions. Funding for the first phase has been approved by the Foundation Board. We hope to have the installation started by April 2024. The city inspector will review blueprints from the consulting firm to make sure we are code-compliant. Erickson added that Josh Lintereur is working with an artist to design a vinyl wrap for the lockers.

### **11. Rotary Presentation**

Erickson gave a presentation to the Sheboygan Rotary Club on September 25, 2023. Anyone interested in advocating for Mead is welcome to use this presentation.

### **12. Services and Programming**

Prentice stated that the new Little Free Library is very popular, but has had some negative reactions as some of the books deal with inclusion and diversity. The Bookworm Gardens' grant package included talking points to address concerns that the public may have. There is a reading challenge with Bookworm Gardens for kids to read books associated with their displays. Prizes will be awarded.

Mead's 2023 Summer Reading Program participant stats include: 12,000 children, 450 adults, and 750 teens. Beanstalk shows a larger reading completion rate than in past years.

The Great Decisions Series will have six programs. There have been over 50 attendees at each event.

Staff in-service is scheduled for September 29.

The Summer Math Program hit the maximum attendees of 207.

Erickson added that the book kits are easy-to-use and have been very popular.

### **13. Support Services**

Erickson shared Nessman's report. We are looking at institution cards which are for organizations to checkout books on behalf of their service population, rather than having an employee use their personal Mead Library card. The partnership with Meals on Wheels homebound delivery is doing well. Pfeiffer offered to setup a tour of Meals on Wheels if we are interested.

### **14. Security Update**

Erickson pointed out in the statistics that adults have been more disruptive than teens for the past couple of years. This has been a long-term trend. Prentice will look into refining how we collect data.

### **15. Monthly Statistics**

Prentice added that the number of card holders has been reduced due to a recent purge of inactive accounts. Walton asked if we can determine the cause of the inactivity. For example, did they move away? Erickson to investigate.

There have been excessive demands of staff from patrons with possible mental health issues. Alvarez

asked if we can breakdown the reporting to track patron's excessive comments and inappropriate demands.

## **LIAISON REPORTS**

### **16. Monarch Library System**

Quinn reported that the Monarch Library System is also working on the budget for next year. Further discussion and clarification will need to take place at the next meeting. They will be evaluating the Monarch Executive Director and continue developing a strategic plan for 2024.

### **17. Mead Library Foundation**

Norman reported that the Foundation is considering a capital campaign feasibility study to identify if a campaign should be pursued. The Ad Hoc Renovation Planning Committee will determine priorities and phases of renovation. The annual donor gala will be held December 1, 2023.

### **18. Friends of Mead**

Pilz shared that the Friends Book Sale will be held October 19, 20, and 21. Friends members and staff were invited to a pre-sale scheduled for October 18.

## **UPCOMING MEETINGS**

### **19. LIBRARY BOARD OF TRUSTEES**

The date for the next Board of Trustees' meeting is unknown at this time. A Doodle Poll will be issued with date options.

## **ADJOURN**

### **20. Motion to Adjourn**

Alvarez adjourned the meeting at 5:50 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*