



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 16, 2025 at 5:00 PM

Mead Public Library, The Loft, 710 N 8th Street

In-person: Erin Bremser, Michael Close, Julia Hart, Jim Hollister, Susan Kuck, Kathie Norman, Jeanne Pfeifer, and Maeve Quinn

Virtual: Meg Albrinck

Staff: Garrett Erickson, Evan Grossen, Pattie Pilz, and Melissa Prentice

1. Call to Order

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

a. Hart moved to approve the June 18, 2025, minutes. Close seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

6-12. Consent Agenda

Norman moved to adopt the consent agenda items listed below. Hollister seconded. Motion passed.

- a. Security Update
- b. Monthly Statistics
- c. Monarch Library System
- d. Mead Library Foundation
- e. Friends of Mead

13. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues

- a. Accounts Payable Report
 - i. Grossen stated that the report can be modified to a different format if requested
- b. Financial Statement
 - i. Collected about 80% of revenues budgeted for 2025, so far
 - ii. Majority of remaining revenue will be tax levy from the second installment collected from the County
- c. Expenses

Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Close seconded. Motion passed.

Per Quinn's request, Grossen agreed to add a notation to the Building Maintenance and Repair line on the Mead budget to identify that has been reapportioned to the Facilities Budget in 2025. This line item will disappear from our budget in 2026.

- i. Most expense accounts are on target for 2025

- ii. We collected about \$3.4 million of the budgeted \$4.3 million operating revenue
- iii. Salaries and benefits are at about 42% to date
- iv. Contracted services encumbrance elevator inspection is earmarked
- v. Postage is over budget due to large mailings, and transitioning to a new reserve account
- vi. Building Maintenance and Repair budget is over budget, but will likely be reimbursed through the library's fund balance
- vii. \$334K is earmarked for the roof project, with an anticipated start date of August 2025
- viii. AMH (Automatic Materials Handling) machine which will be paid from the reserve (AKA fund balance) account after other bills are paid at the end of the year
- d. Quinn moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Close seconded. Motion passed.

14. HR Committee - Erickson

- a. Committee met on July 15 to discuss Mead policy updates, Library Monitor job description and Mead's table of organization.
 - i. Policy Updates
 - 1. HR Committee recommended Mead's life insurance policy 15.52, and pensions policy 15.37 be rescinded due to redundant city policy. Albrinck moved to accept the HR Committee's recommendation to rescind life insurance policy 15.52 and the pension policy 15.37. Norman seconded. Motion passed.
 - 2. Pilz/Erickson to provide City policy that replaces the Mead policy
 - 3. HR Committee will reconvene to review the remaining policies
 - ii. Job Description
 - 1. HR Committee recommended revised Library Security Monitor job description be reviewed by the full Board of Trustees.
 - 2. The updated job description emphasizes interpersonal skills over technical aptitude
 - 3. Quinn moved to accept the HR Committee's recommendation to accept the revised Library Security Monitor job description. Hart seconded. Motion passed.
 - iii. Table of Organization
 - 1. Updated Table of Organization will likely be proposed (effective on January 1, 2026) to coincide with the next budget cycle to reflect Mead's maintenance team moving over to the City's facilities team
 - 2. Preliminary 2026 budget is due in August

15. Building Projects – Erickson

- a. 24/7 Holds Locker will be expanded by one vertical unit of small lockers
 - i. Purchase order was issued to the locker system's vendor
 - ii. Some installation work will be done in-house
- b. Community Resource Officer/Phone Booths
 - i. Committee met in June with architect to discuss project
 - ii. Architect working on final plan
 - iii. Foundation will need to approve the project before we can move forward
 - iv. Final drawings will be shared with the Board of Trustees
- c. Youth Services Entrance
 - i. Nothing to report at this time
- d. Roof
 - i. Project is anticipated to begin in late August
- e. Automatic Materials Handling Machine
 - i. Project completed and working fine

f. Bathroom Updates

- i. Erickson and Wilmas to consult with architect
- ii. City agreed to pay for half of the planning study. The library's foundation will pay the remaining half. The purpose of the study is to determine project scope and budgetary estimates.

16. Services and Programming – Prentice

- a. Summer Reading Program - 433 teens registered, 899 kids registered, and 575 adults registered
- b. Bluey Party - 350 attendees
- c. Stuffed Animal Sleepover - 95 participants
- d. Teen STEAM Camp
 - i. Open to 10-13-year-olds
 - ii. Full week/full days in Imaginarium
 - iii. Registration filled up in 90 minutes
 - iv. There is a huge need for programming for this age group

17. 2026 Budget Formulation – Erickson

- a. \$2.1 million in new costs city-wide
- b. \$500K health care increases city-wide
- c. 2.4% cost of living increase will be proposed for 2026

18. Motion to Adjourn

- a. Norman moved to adjourn the meeting. Quinn seconded. Motion passed. The meeting was adjourned at 5:52 p.m.

Next Meeting August 20, 2025, at 5:00 p.m. in the Rocca Room.