



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

April 17, 2024

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

OPENING OF MEETING

1. **Call to Order and Determination of Quorum**

Members present (in-person): Barbara Alvarez, Julia Hart, Jim Hollister, Kathie Norman, Maeve Quinn, and Sherry Speth

Members present (virtual): Meg Albrinck

Members excused: Jeanne Pfeiffer, and Angela Ramey

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

2. **Pledge of Allegiance**

3. **Welcome New Board Member - Julia Hart**

New Board of Trustees member Julia Hart was welcomed to the Board.

4. **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)

None.

5. **Approval of Minutes** - February 21, 2024

Hollister asked that the minutes be amended to show he was excused. Speth **moved** to approve the amended February 21, 2024, minutes. Quinn **seconded**. Motion **passed**.

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

Alvarez stated it was an honor to have the opportunity to serve on the Board.

7. **Adopt Resolution in Honor of the Service of Barbara Alvarez**

Resolution was read by Norman commending service performed by Alvarez. Norman **moved** to adopt the resolution. Quinn **seconded**. Motion **passed**. A bouquet and gift card were presented to Barbara in recognition of her service.

8. **Trustee Roster**

An updated Board of Trustee roster was distributed.

COMMITTEE REPORTS

9. **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 presented February financial statements. Erickson feels finances are being handled well. City Finance LTE is tracking her time to determine how long she works on library invoices. We will revisit this mid-year. We hope to have sub-accounts in Munis next year in order to better track projects and grants. Quinn **moved** to approve payment of current expenditures, payroll, special revenues, grants, gifts and donations. **Seconded** by Speth. Motion **passed**.

10. **Ad Hoc Library of the Future**

Norman stated that the full renovation has been put on hold until we determine what the library is financially responsible for.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

11. **Building Projects**

Automated Materials Handling (AMH)

Erickson reported that the 7-year old Automated Materials Handling (AMH) machine has been consistently failing. Tech support is poor. Parts are shipped from Europe. The public interface has been down over 1/3 of the time. Even with it being down, over 400K items were checked in using AMH last year. Quinn **moved** to replaced the Automated Materials Handling System since it has not consistently worked efficiently these last few years and it has not worked for four months this past year, putting into jeopardy the access of our collection of which our patrons rely on and utilize. In light of the fact that more than 300,000 items of our collection go through this machine every year, this necessary expenditure will come from our Mead Public Library reserve fund. **Seconded** by Norman. Motion **passed**.

Warschau Holocaust Collection

The Foundation Board approved having a mobile unit built for the Warschau Holocaust Collection and to remodel the aforementioned Warschau Holocaust Collection room into a sound-proof podcast room. Norman **moved** that we direct our Library Director Garrett Erickson to being the process of accepting bids for the enhancement of our treasured Warschau Collection which will allow this collection to be more visible and accessible to the public. The moveable storage display units will allow more flexibility and accessibility for the collection. The funding for this enchantment project will be covered by the Mead Public Library Foundation. Quinn **seconded**. Motion **passed**. Hart commented that we need to make sure it is lockable and secure.

Public Community Resource Specialist Office

Erickson expressed a need for a private area for our patrons to discuss personal issues with our Public Community Resource Specialist. The proposed office would be located near the current work station. The office would have windows to allow for monitoring floor activity while maintaining patron privacy. Quinn **moved** that we direct our Library Director Garrett Erickson to being the process of accepting bids for the enhancement of the Public Community Resource Specialist area in our library. Creating a space that focuses on public safety as well as providing information about community resources will have a positive impact on the quality of our library services. The funding for this enhancement project will be covered by the Mead Public Library Foundation. Albrinck **seconded**. Motion **passed**.

Phone Booths

Erickson reported that patrons using cell phones - especially speakerphones - have become disruptive to other patrons and caused disturbances. He proposed two phone booths be built with locations on first and second floors. There was discussion on phone booth time limits. It was decided that we would address this if/when it becomes an issue. Norman **moved** that we direct our Library Director Garrett Erickson to begin the process of accepting bids for the enhancement of adding two telephone booths to Mead Public Library. They will have a positive impact on the environment of the library that requires a quiet atmosphere for people to read, write, and work. The funding for this enhancement project will be covered by the Mead Public Library Foundation. Quinn **seconded**. Motion **passed**.

Rocca Room

Discussion on updates to the Rocca Room that may include: adding a flexible wall to divide the space into two meeting rooms, remodeling the kitchenette, and adding windows on the north wall. Engberg

Anderson was asked to itemize each of the prior stated updates determining cost versus use. Norman **moved** that we direct our Library Director Garrett Erickson to begin the process of accepting bids for the enhancement of making the Rocca Room space more flexible for smaller groups. This enhancement is due to the high demand by our citizens for meeting spaces in our library. Funding for this enhancement will be covered by the Mead Public Library Foundation. Hollister **seconded**. Motion **passed**.

12. Employee Handbook Update

Erickson stated that HR Director Kelly Hendee added language to the City employee handbook citing statutory rights with regard to the Board of Trustees as it relates to overseeing the library. Mead policies supersede City handbook policies. Hollister **moved** to approve the update to the employee handbook. Hart **seconded**. Motion **passed**.

13. SASD Busing Project Update

Erickson reported that a donation of \$5K was received for Sheboygan Area School District grade school students to be bused to Mead. Participating first grade students and their teachers who attend schools on city bus routes, would board a Shoreline Metro bus at their school and be transported to Mead Library. Participating first graders attending schools outside of the Shoreline Metro service area, would board a chartered school bus to come to Mead Library using above referenced donated funds. The goal is to have the entire first grade tour Mead in May to get kids excited about our Summer Reading Program with the possibility of winning prizes for reading.

DIRECTOR'S REPORT

14. Personnel Update

Two staff were recently promoted to Associate Librarian positions.

15. Services and Programming

Prentice shared that patron stats might be low because Wintergreen attendance has not been cumulated. ComicCon will be held May 4. All ages are welcome. The Bugle - Comics & Collectibles made a huge donation of books for this event. A cosplay costume workshop was held in anticipation of ComicCon.

16. Security Update

Our part-time library security monitor starts April 23. He will be working evenings and Saturdays. Albrinck requested we run a comparison report showing trend data around the hire of this person.

17. Monthly Statistics

Erickson reported we are getting numerous requests for meeting space needs.

LIAISON REPORTS

18. Monarch Library System

Erickson shared the Vega system will be implemented soon. Monarch will be hiring an employee to help with the rollout. Quinn stated that there was no meeting.

19. Mead Library Foundation

Norman reported the Foundation recently received a couple of large donations.

20. Friends of Mead

Pilz presented report on Friend's activities.

UPCOMING MEETINGS

21. **Library Board of Trustees** - May 15, 2024, at 5:00 p.m.

ADJOURN

22. **Motion to Adjourn**
Meeting adjourned at 6:10 p.m.