



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 20, 2024 at 5:00 PM

Mead Public Library's Loft, 710 N 8th Street

Members (in-person): Erin Bremser, Julia Hart, Jim Hollister, Kathie Norman, Jeanne Pfeifer, Maeve Quinn,
Members (virtual): Meg Albrinck, Sherry Speth, and Andre Walton
Staff: Garrett Erickson, and Pattie Pilz

OPENING OF MEETING

1. Call to Order and Determination of Quorum
Pfeiffer called the meeting to order at 5:01 p.m.
2. Pledge of Allegiance
3. Public Comments
None
4. Approval of Minutes
Norman moved to approve the October 16, 2024, minutes. Quinn seconded. Motion passed.
5. Correspondence, Announcements, and Common Council Reports
Pfeiffer shared a note from an anonymous patron praising the services of Julia Hart.

Erickson reported that the City was hit with a cyberattack which impacted a majority of the departments within the City of Sheboygan. Staff from various agencies have been working remotely at the library.

COMMITTEE REPORTS

6. Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues
The Financial Department has had little access to the municipal financial software to prepare reports. It is anticipated that we will have a full budget report ready to review at our January meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. HR Committee
The evaluation of Erickson will occur during closed session.
8. Community Bulletin Board Policy
A draft of the Community Bulletin Board Policy was presented. The draft simplifies the policy and makes it easier to interpret for staff and patrons. Quinn moved to approve the updated Community Bulletin Board Policy as revised. Norman seconded. Motion passed.
9. Food and Beverage Policy
A draft of the Food and Beverage Policy was presented. The draft simplifies the policy and makes it easier to interpret for staff and patrons. Hollister moved to approve the updated Food and Beverage Policy as revised. Harts seconded. Motion passed.

10. 2025 Resource Library Agreement
Erickson explained the purpose of the agreement between Mead and Monarch. There were no changes to the language of the agreement. Quinn moved to approve the 2025 Resource Library Agreement. Hart seconded. Motion passed.
11. 2025 Budget
Erickson shared that the Common Council approved the 2025 budget on November 6. Staff wages will increase by 2.51%. Materials will increase by 4.1%
12. Consent Agenda
Norman drafted a consent agenda policy for the Board of Trustees. This policy will streamline our meetings by allowing board members to efficiently address routine, non-controversial items. Norman moved to approve the Consent Agenda policy with an effective date of January 2025. Albrinck seconded. Motion passed.

DIRECTOR'S REPORT

12. Building Projects
 - The front foyer flooring is completed.
 - The Foundation paid for architectural drawings of several upcoming projects. We are projecting that these projects will begin in 2025.
 - Tuckpointing is expected to be completed by 12/31/24.
 - A Milwaukee vendor was selected for the roof repair. Anticipated start date is early spring weather permitting.
14. Services and Programming
No report.
15. Security Update
Erickson explained the new color-coded format on the report which highlighted positive increases in green and a reduction in red.
16. Monthly Statistics
Stats were reviewed.

LIAISON REPORTS

17. Monarch Library System
Quinn was not able to access Monarch's connect/share minutes. She will share at January's meeting.
18. Mead Library Foundation
Nothing to report.
19. Friends of Mead
Pilz reported that the Friends book sale resulted in nearly \$4,900 profit.

UPCOMING MEETINGS

20. Library Board of Trustees
Our next meeting will be on January 25, 2025 at 5:00 p.m. in the Rocca Room.

CLOSED SESSION

21. Motion to Convene in Closed Session for the Purpose of Evaluation the Performance of the Library Director Under the Exception Set Forth In Wisconsin State Statutes 19.85(1)(c) For Considering Employment, Promotion Compensation, or Performance Evaluation Data of Any Public Employee Over Which the Governmental Body Has Jurisdiction or Exercises Responsibility.
Pfeiffer moved to convene in closed session to discuss annual performance report for Library Director Erickson. Norman seconded. Motion passed.
22. Motion to Reconvene in Open Session
Quinn moved to reconvene in open session. Hart seconded. Motion passed.

ADJOURN

23. Motion to Adjourn
Pfeiffer moved to adjourn the meeting at 6:45 p.m. Norman seconded. Motion passed.