



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

January 24, 2024 at 5:00 PM

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

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## OPENING OF MEETING

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

A quorum was met. The meeting was called to order at 5:03 p.m.

**Members present (in-person):** Barbara Alvarez, Jim Hollister, Jeanie Pfeiffer, and Maeve Quinn

**Members present (virtual):** Meg Albrinck, and Sherry Speth

**Members absent:** Angela Ramey, Kathie Norman, and Andre Walton

**Staff present:** Garrett Erickson, Evan Grossen, and Pattie Pilz

2. **Pledge of Allegiance**

Alvarez led the board in the pledge.

3. **Welcome New Board Member**

Jim Hollister was welcomed as the new board member.

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 before meeting.**

Evan Grossen was introduced as the City of Sheboygan's Assistant Finance Director. In the interim, Grossen will be taking care of Mead's finances.

5. **Approval of Minutes**

Quinn made a **motion** to approve the November 15, 2023, minutes. Pfeiffer **seconded**. Motion **passed**.

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

PBS recognized and awarded Alison Loewen as an Early Learning Champion! The Board of Trustees presented her with flowers and a card in recognition of this achievement.

7. **Adopt Resolution in Honor of the Service of Father William Bulson**

Quinn made a **motion** to adopt the resolution honoring Father William Bulson. Hollister **seconded**. Motion **passed**.

8. **Adopt Resolution in Honor of the Service of Marcos Guevara**

Albrinck made a **motion** to adopt the resolution honoring Marcos Guevara. Quinn **seconded**. Motion **passed**.

## 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 gave a financial report adding that the 2023 year is not yet closed. Expenses were less than anticipated. Some of the building expenses were paid via a reserve fund. Speth made a **motion** to approve the accounts payable report. Albrinck **seconded**. Motion **passed**.

10. **Foundation's Ad Hoc Report - Kathie Norman**

No report.

## ITEMS FOR DISCUSSION AND POSSIBLE ACTION

11. **Cash Handling Policy – Erickson**

Policy number 13.06 has been in place since 2015. Erickson pointed out that this really is a procedure - not a policy - and should not require board level of approval. Mead will work with City Finance for best practices. Grossen agreed. Quinn made a **motion** to rescind the policy. Pfeiffer **seconded**. Motion **passed**.

12. **Piano Donation – Erickson**

A citizen offered to donate a piano to the library and stated he could also give piano lessons onsite. Discussion followed including concerns surrounding the piano's size and its impact on large group gatherings. Quinn questioned if our building was currently equipped for this opportunity. Alvarez asked if we could use the Imaginarium as its location. Decision was tabled pending further review.

## DIRECTOR'S REPORT

13. **Staff Updates – Erickson**

There were a limited number of applicants for the Finance Manager's position. We are holding off on hiring a replacement. Erickson will meet with HR Committee to discuss the Finance Manager position description. These savings could then be rolled over to help pay for other expenses. We currently have two other open positions.

14. **Building Projects – Erickson**

The roof is leaking. We have had to put buckets on second floor to collect rain water. External walls are also contributing to the leaking issue. We hope caulking will help fix the problem. In 2025, the roof is scheduled to be replaced.

In preparation for the holds locker installation, a new fenced-in area was added for the garbage dumpster.

15. **Services and Programming – Erickson**

Nessman's and Prentice's reports were reviewed.

16. **Monthly Statistics**

Reports were reviewed.

17. **Security Update**

Reports were reviewed.

## LIAISON REPORTS

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

Nothing to report.

19. **Mead Library Foundation – Maeve Quinn**

Quinn reported that the Foundation appointed John Perronne Mead Foundation Treasurer. The 2023 Donor Celebration was a success. Feasibility study discussed.

20. **Friends of Mead - Pattie Pilz**

Report was reviewed.

**UPCOMING MEETINGS**

21. **Library Board of Trustees (February 21, 2024 at 5:00 p.m.)**

Future meetings will be held on the third Wednesday of the month beginning in February 2024. Due to a scheduling conflict, the February meeting will be held in the Loft. The remaining Board of Trustees meetings will be held in the Rocca Room.

**CLOSED SESSION**

22. **Motion to Convene in Closed Session for Performance Evaluation 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.**

Roll call was taken to go into closed session. Quinn made a **motion** for closed session. Albrinck **seconded**. Motion **passed**.

23. **Motion to Reconvene in Open Session**

Roll call was taken to go into open session. All yeas, no nays.

**RECONVENE IN OPEN SESSION**

24. **Possible Action on Item(s) Discussed in Closed Session**

No action was taken.

**ADJOURN**

25. **Motion to Adjourn**

Alvarez adjourned the meeting at 6:35 p.m.