



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

July 17, 2024 at 5:00 PM

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

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Members (in-person): Julia Hart, Jim Hollister, Kathie Norman, Jeanne Pfeiffer, and Angela Ramey

Members (virtual): Meg Albrinck, Maeve Quinn, and Sherry Speth

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

## OPENING OF MEETING

1. Call to Order and Determination of Quorum - Jeanne Pfeiffer, President.  
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  
Hollister **moved** to accept the June 19, 2024, minutes. **Seconded** by Norman. Motion **passed**.
5. Correspondence, Announcements, and Common Council Reports  
None.

## COMMITTEE REPORTS

6. 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 reviewed the May and June financial statements. In May, we received a Monarch Library System payment of \$894,000 for service to Sheboygan County residents of non-library communities and adjacent county services. Additionally, we received nearly \$5,000 in donations from the Friends for the Gift of Reading Program two 3D printers and one laser printer. Expenses to date are about \$2 million, leaving a variance of \$1,260,063. The Building Improvements account is under budget. Hart **moved** to approve the payment of current expenditures, including payroll and special revenues. Norman **seconded**. Motion **passed**.
7. HR Committee – Erickson  
At the Common Council meeting scheduled for August 5, a resolution sponsored by Alders Mitchell and Perrella will be voted on to add a part-time accounting clerk to City Finance. This part-time accounting clerk will perform accounts payable duties for Mead. Norman made a motion to endorse this resolution to have the City's Finance Department perform accounts payable services for Mead via a Limited Term employee. Hart **seconded**. Motion **passed**.

A 2023 Department of Public Instruction study was conducted to standardize library positions across the state. Job titles, salary grades and job descriptions were reviewed. It would cost \$41,800 to upgrade the positions outlined below. Funds from the Administrative Services Manager's position would be used to fund these increases.

Albrinck made a motion to change the Table of Organization to reflect the title changes as outlined below and to strike through the Administrative Services Manager's position. Hollister seconded. Motion passed.

#### Maintenance Worker Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Albrinck made a motion to approve the recommendation to change the Maintenance Worker's job title and salary grade. Hart seconded. Motion passed.

- Renamed to Building Maintenance Worker
- Salary grade bumped from 7 to 8
- Cost to move the grade is about \$1,000

#### Public Services Manager Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and job description be modified as outlined below. Albrinck made a motion to approve the recommendation to change the Public Services Manager's job title and job description. Norman seconded. Motion passed.

- Renamed to Deputy Director
- Job duties changed
- No change in salary grade

#### Cleaner Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Quinn made a motion to approve the recommendation to change the Cleaner's job title and salary grade. Albrinck seconded. Motion passed.

- Renamed to Janitorial Cleaner
- Salary grade bumped from 2 to 5
- Cost to move the grade is \$9,589

#### Page Position

To be more consistent with the DPI study conducted in 2023, it is recommended that this position's title and salary grade be modified as outlined below. Quinn made a motion to approve the recommendation to change the job title, and salary grade. Speth seconded. Motion passed.

- Renamed to Library Clerk
- Salary grade bumped from 1 to 4
- Cost to move the grade is \$31,211

#### Library Page Position

It is recommended that this position become a seasonal position. Currently, this position is not listed in our Table of Organization since no employee is presently assigned to these duties which are primarily shelving books. There are no benefits associated with this position. Quinn made a motion to accept these changes. Speth seconded. Motion passed.

### **ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

8. Job Description Updates - Quinn recommended that the Library Director's job description be updated to reflect additional Administrative Services Manager's duties assumed by Erickson.

9. Table of Organization Updates - Quinn made a motion to approve the Table of Organization as presented. Hollister seconded. Motion passed.
10. Consent Agenda - Tabled until next month.
11. Code of Conduct – Discussion took place on the current Code of Conduct and the Food Policy. Our goal is to have an updated policy prepared for review at the August meeting. Quinn stated that the code should be enforceable by staff, and should have an end goal of keeping patrons safe and our library clean. Prentice recommended that the Food Policy be incorporated into the Code of Conduct. She added that staff need to focus on behaviors rather than identifiers. Enforcement must be equitable. Erickson stated that unstaffed lockers may be a solution to provide patrons a place to store their personal items. Sleeping patrons poses a safety risk for staff as we do not know why they are asleep. If it is drug or alcohol induced, they could be violent if woken up. Staff do a safety check on sleeping patrons to make sure they are OK. Generally, if someone nods off and are not being disruptive, we leave them alone.
12. Electrical Work Approval– Erickson proposed adding quad receptacles and data cables to the east and west side of the main floor column. These would be used for self-checkout or catalog computers. On the third floor, Erickson proposed installing additional electrical floor outlets by the staff door. Quinn made a motion to approve the first and second electrical work proposal totally \$5,200. Hart seconded. Motion passed.
13. 2025 Budget– The budget is due August 21. Office supplies moved \$2,000 to contracted services to help cover higher costs. The City will get an additional \$450,000 in 2024. Utilities increased by 4%. The City’s IT Department increased cost by 2.5%. A draft budget will be reviewed at our August meeting. Erickson noted that we only control the operating part of the budget. County reimbursements will increase to about \$43,493. Total revenues for 2024 are expected to increase by about \$49,000. The office supplies’ budget was reduced to increase money in other areas. Janitorial supplies continue to increase in cost. Quinn asked Erickson to send out the complete study to board members so they may review the 2024-2025 schedule.

Discussion was held on the benefits of hiring a part-time grant writer to help secure grants that our staff do not have time to apply for. Hart recommended we consider a contracted position rather than hiring a part-time staff person, as it would be difficult to find the right person in time to complete 2024 grant applications. Speth commented that the Monarch Board writes grants. She proposed we look into the possibility of sharing the cost of a grant writer. Quinn to follow-up with Monarch regarding Monarch and Mead sharing the cost to hire a grant writer.

## **DIRECTOR'S REPORT**

14. Building Projects - Erickson reported that three drinking fountains have been replaced. The flooring has been selected for the foyer. We have met with vendors and are now waiting on materials to repair the floor.
15. Services and Programming - Nessman reported that she and Chase DeVrou are reviewing what other libraries are using for Automated Materials Handling (AMH). Nessman also consulted with the Central Library Consortium on best practices on this topic.
16. Security Update - Prentice discussed hiring an additional part-time security monitor. If we go in this direction, we could use the remaining funds in the Administrative Service Manager’s position to fund this position.

17. Monthly Statistics – Prentice reported:

- We are now fully promoting Mead Library’s radio program. We had 716 unique listeners in June, an increase from 268 unique listeners in 2023.
- Jim Gill performed an educational workshop for 65 educators from across Wisconsin. Additionally, Gill held a public concert with approximately 125 people.
- Roughly 100 patrons attended a live reptile presentation.
- Over 100 stuffed animals were brought to the library for the stuffy sleepover.
- Attendance at the Acuity kickoff was nearly double compared to last year.

**LIAISON REPORTS**

18. Monarch Library System - Quinn shared the June 2024 Monarch Library System Report. She mentioned how 31 Monarch libraries are able to share their resources.

19. Mead Library Foundation – Norman had nothing to report.

20. Friends of Mead – Pilz reported that the Friends approved the purchase of 14 experience passes as outlined below for a total cost of \$1,085.

- Children’s Museum of Green Bay = 4 family passes for the one-time cost of \$100
- The Building for Kids (Appleton) = 5 family membership cards = \$825/year
- Green Bay Packers Hall of Fame = 4 family membership cards = \$100/year
- International Crane Foundation = 1 family pass = \$60

**UPCOMING MEETINGS**

21. Next Meeting

Library Board of Trustees will meet on August 21, 2024, at 5:00 p.m.

**ADJOURN**

22. Motion to Adjourn

Norman made a motion to adjourn the meeting. Hollister seconded. Motion passed. The meeting was adjourned at 6:45 p.m.