



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 19, 2025 at 5:00 PM

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

In-person: Jeanne Pfeifer (President), Erin Bremser, Michael Close, Jim Hollister, Susan Kuck, and Maeve Quinn

Virtual: Meg Albrinck and Julia Hart

Staff: Garrett Erickson, Evan Grossen, and Pattie Pilz

1. Call to Order

Pfeiffer determined a quorum and called meeting to order at 5:03 p.m.

2. Pledge of Allegiance

3. Public Comments - none

4. Approval of Minutes

- a. Quinn moved to approve the October 15, 2025, minutes. Norman seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Report

- a. Hollister announced his resignation. His last meeting will be January 2026
- b. Close announced that the 2026 budget passed on November 3
- c. Close shared that the medical (increase of 9.2%) and dental (increase of 13.9%) benefits for staff have increased

6. Consent Agenda (Items 6-11)

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

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

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

- a. October's financial statements and YTD budget reports were reviewed
- b. Property tax levy waiting on approval to transfer funds to library budget
- c. Interest income is approximately \$35,000 over-budget
- d. Kohler Foundation issued a \$7,500 grant for our *Ready, Set, Pre-K Program*
- e. MilliporeSigma issued a \$10,000 grant for programs and equipment
- f. Mead Foundation to pay \$26,732 for purchase of blinds to protect collection from sun damage
- g. \$127,000 encumbrance for granted projects will be funded by the Foundation
- h. Donation Clarification
 - i. Restricted donations are sent to the City for deposit
 - ii. Non-restricted are sent to Mead Foundation for deposit

- i. Albrinck moved to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Hart seconded. Motion passed.

13. Human Resources Committee (October 29, 2025) – Bremser

- a. Circulation Supervisor position was recommended for approval to the Board of Trustees
- b. Table of Organization draft was recommended for approval to the Board of Trustees contingent upon the successful filling of the Circulation Supervisor position
- c. Security Monitor position has been difficult to fill and when filled, difficult to retain employees
- d. Select policies were reviewed for recommendation for being rescinded

14. Update Policies – Erickson

- a. Bremser moved to rescind policies listed below. Kuck seconded. Motion passed.
 - i. Expense Reimbursement 13.07 - in City Employee Handbook
 - ii. Paid Time Off 15.30 - in City Employee Handbook
 - iii. Health, Dental and Other Health-Related Insurance 15.38 - in City Employee Handbook
 - iv. Smoke Free Building 7.01 - in Sheboygan Ordinance Article VII, Section 110-278
 - v. Firearms, Open or Concealed Carry 15.51 - in Wisconsin State Statute 941.235 (1)
 - vi. Code of Ethics 15.49 –in the American Library Association Code of Ethics

15. Table of Organization – Erickson

- a. Cheryl Nessman was appointed Deputy Director replacing Melissa Prentice
- b. HR Committee discussed draft of newly created Circulation Supervisor position
- c. Discussion on City Administrator Bradley's recommendation to have a consultant review Mead's Table of Organization holistically rather than position by position
 - i. Close added this consultation could improve workflows, staffing and fix bottlenecks
 - ii. Albrinck questioned how consultant would be paid
 - iii. Pfeiffer added a consultant would be a healthy move to collect more information
 - iv. Erickson added the consultant worked on the Department of Public Instruction's 2023 study and has experience with library staffing
 - v. Quinn moved to authorize Library Director Garrett Erickson to meet with the consultant recommended by the City to review Mead's Table of Organization and provide recommended updates by the first week of January 2026. Hollister seconded. Motion passed.

16. Job Descriptions – Tabled

17. 2026 Monarch's \$100,000 Resource Library Agreement – Erickson

- a. In-Demand collection (books, DVDs, etc.) = \$15,000
- b. Overdrive e-books and e-audio = \$75,000
- c. Support staff (pay invoice, reporting, processing materials, etc. = \$10,000
- d. Quinn moved to approve signing the Monarch Library System Membership Agreement. Close seconded. Motion passed.

18. Planning for the Performance Evaluation of the Library Director - Bremser

- a. Online performance survey will be sent to all trustees within two weeks by Bremser
- b. Deadline to complete online survey is December 31, 2025
- c. Survey results will be given to Pfeiffer to compile a summary
- d. Results to be discussed in a closed session at the January Board of Trustees' meeting

19. Services and Programming – Erickson

- a. Nessman's report was presented

20. 2026 Budget (Approved November 3) - Erickson

- a. No change from previous budget versions
- b. Library received a 2.7% increase in our materials budget
- c. Mead staff will receive a salary increase based on Cost of Living Adjustment (COLA)

21. Motion to Adjourn

- a. Meeting was adjourned at 5:50 p.m.

Next Meeting December 17, 2025, at 5:00 p.m. in the Rocca Room.