



MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

January 15, 2025 at 5:00 PM

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

Members in-person: Erin Bremser, Jim Hollister, Kathie Norman, Jeanne Pfeifer, Maeve Quinn, Angela Ramey, and Andre Walton. Members virtual: Meg Albrinck, Melissa Prentice, and Sherry Speth
Staff: Garrett Erickson, and Pattie Pilz

1. Call to Order

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

a. Quinn moved to approve the November 20, 2024, minutes. Walton seconded. Motion passed.

5. Correspondence, Announcements, and Common Council Reports

a. Ramey filed non-candidacy papers for her alderperson position

i. A new alderperson will be appointed by the mayor

b. Jeannie Gartman retired.

i. Jeannie Pfeiffer to send a card of congratulations

c. \$16K maintenance support contract for AMH to be paid out of operating budget

6. Consent Agenda

Pfeiffer moved to adopt the consent agenda items listed below.

a. Securities Update

b. Monthly Statistics

c. Mead Library Foundation

d. Friends of Mead

e. Facilities Report – Discussion on this line item is detailed below.

Facilities Report

i. Erickson reported that the tuckpoint vendor's supervisor thought the tuckpointing was completed. Mike Wilmas called vendor to ask them to return to complete job. Vendor returned and is working on completing the job.

ii. Bernie Rammer is working with the carpet vendor and carpet manufacturer to get carpet on the second floor fixed.

iii. Quinn asked if we have received any report on the new department. Erickson replied that there has not been a formal resolution, but the new facilities department was formed as part of the budget. Wilmas to implement a help desk ticket system to track requests for all

departments. This will take several months to get setup. All Mead maintenance employees are still officially directed by the Library Director.

7. Review and Possible Action on Payment of Current Expenditures including payroll and special revenues
 - a. Grossen still unable to run financial reports.
 - b. Norman made a motion to approve the Friends/Foundation restricted grants and a Packers Foundation grant. Walton seconded. Motion passed.
 - c. Prentice clarified that the quote for the aquarium includes maintenance and children's education

8. Trustee Communication Preference
 - a. Discussion on preference of official email accounts to be used by BOT members for official trustees' business
 - i. Some members did not want to manage another email account
 - ii. Other members did want an official email account for official trustees' business only
 - iii. Erickson to consult with IT Specialist about setting up a portal which would notify board members when they have an email from Mead.

9. Roof Replacement Project

Erickson reported that in August 2023, the Board of Trustees passed a motion to spend \$250,000 towards a new roof. The roof replacement was delayed. Today, Mead's share for the new roof increased to \$334,375. The City will pay their 50% portion of this new cost of \$334,375. Quinn moved to approve paying \$334,375 for the new roof using funds from the fund balance. Norman seconded. Motion passed.

10. Services and Programming
 - a. Librarian Vacancy - Prentice
 - i. There is currently a librarian vacancy.
 - ii. Internal applicants have applied for this position.
 - iii. We anticipate filling this role by the end of January.
 - b. Tax-Aide Program - Prentice
 - i. AAPR funding tax aid program has resumed.
 - ii. Additional appointment slots have been added.
 - iii. We anticipate approximately 600 appointments this tax season.
 - c. Youth Wellness Navigator – Prentice
 - i. Katie Trakel, a Youth Wellness Navigator, started last week.
 - ii. She will be stationed at Mead for three years.
 - iii. Position is funded through ARPA and administered by Elevate.
 - iv. The social worker is an employee of Elevate.
 - v. The scope of the position and tracking work is being discussed.
 - vi. Trakel will attend February's board meeting.
 - d. New York Times – Erickson
 - i. Mead now offers full access to the New York Times.

Norman moved to adjourn the meeting. Walton seconded. Motion passed. The meeting was adjourned at 5:55 p.m.

Next Meeting February 19, 2025 at 5:00 p.m. in the Rocca Room