



# MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

**February 19, 2025 at 5:00 PM**

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

In-person: Erin Bremser, Jeanne Pfeifer, Jim Hollister, Julia Hart, Kathie Norman, and Maeve Quinn

Virtual: Meg Albrinck, and Sherry Speth

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

Guests: Casey Bradley, Kelly Hendee, Mayor Sorenson

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 – Randy Meyer introduced himself as an alderperson candidate.

4. Approval of Minutes

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

5. Correspondence, Announcements, and Common Council Reports

- a. Erickson shared that the federal funding freeze should not impact Mead Library with direct funding in 2025. Erickson is researching potential impact at the state and regional levels.

6-11. Consent Agenda

Pfeifer moved to adopt the consent agenda items listed below. Hollister seconded. Motion passed.

- b. Facilities Report
- c. Securities Update
- d. Monthly Statistics
- e. Monarch Library System
- f. Mead Library Foundation
- g. Friends of Mead

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

- a. Grossen presented pre-audited December report.
- b. January report to be presented at next meeting.
- c. Speth made a motion to approve the payment of current expenditures (including payroll), and acceptance of special revenues. Hart seconded. Motion passed.

13. Trustee Communication Preference - Erickson

- a. City's Information Technology Department is not able to forward Mead email to personal email.
- b. New trustees Bremser, Hart, and Hollister to get City email accounts.
- c. Pilz to notify trustees when to check their City email.

14. Shift Premium – Erickson

- a. HR revision to draft employee handbook to allow for a \$.40 shift premium for hourly staff working between 6:00 p.m. and 6:00 a.m. during the week.
- b. Grossen estimated this will cost an additional \$3K annually to pay out staff at the library.
- c. Norman moved to approve the \$.40 shift premium for staff. Bremser seconded. Motion passed.

15. Department of Public Instruction (DPI) Annual Report

- a. A DPI annual report is required by all Wisconsin libraries.
- b. Report shows our usage and financial metrics.
- c. Monarch Library System audits our report.
- d. 2023 DPI annual report was available for members to compare to 2024 report.
- e. Quinn made motion to accept 2024 DPI report as written. Hollister seconded. Motion passed.

16. Wireless Network Upgrade - Erickson

- a. Wireless network is administered centrally by the Monarch Library System.
- b. Mead has 20+ access points throughout the building.
- c. At this point, we are not aware of how much Monarch will fund this project.
- d. Quinn made a motion to allocate funding for up to \$16,000 for a wireless access replacement with the expenditure coming from an account recommended by Grossen/Erickson. Norman seconded. Motion passed.

17. Exclusion and Appeals Policy - Erickson

- a. Erickson stated that Mead has had significantly more long-term exclusions in 2025 as compared to 2024.
- b. More patrons are choosing to appeal their exclusions.
- c. Prentice working to streamline appeal hearing process based on Eau Claire Public Library model.
- d. Quinn moved to approve the updated Exclusions and Appeals Policy with procedural edits coming at a later date. Hart seconded. Motion passed.

18. Services and Programming

- a. New Youth Wellness Coordinator is out on medical leave.
- b. We are optimistic that another caseload worker will assume her caseload while she is on leave – details pending.
- c. Free income tax assistance for seniors and low-to-moderate income taxpayers has been popular with attendees and will continue to April 3.
- d. WinterGreen slate of programming is scheduled for March 15.

19. Motion to convene in closed session under the exemption provided in Wis.Stat.s.19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit, Mead Public Library personnel.

- a. Pfeifer moved to convene in a closed session under the exemption provided in Wis.Stat.s.19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit, Mead Public Library personnel. Norman seconded. Roll call conducted. The following voted aye to move into closed session: Bremser, Hollister, Hart, Norman, Pfeifer, Quinn, Albrinck, and Speth.

20. Motion to Reconvene in Open Session

- a. Quinn moved to reconvene in open session. Hollister seconded. Roll call conducted. The following voted aye to move into open session: Bremser, Hollister, Hart, Norman, Pfeifer, Quinn, Albrinck, and Speth.

21. Possible Action on Items(s) Discussed in Closed Session

- a. Mead's HR Committee will convene to further discuss information presented in closed session.

22. Motion to Adjourn

- a. Norman moved to adjourn the meeting. Hart seconded. Motion passed. The meeting was adjourned at 6:50 p.m.

Next Meeting March 19, 2025 at 5:00 p.m. in the Public Conference Room #2.