

CITY OF SHEBOYGAN
MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, January 26, 2023

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Maeve Quinn, President.** All trustees may attend the meeting remotely. Quinn called the meeting to order at 5:00 p.m. and determined a quorum.
Members present: Albrinck, Campe, Guevara, Quinn, Speth, and Walton
Members absent: Alvarez, Bulson, Norman, Salazar
Staff present: Erickson and Mehn
2. **Pledge of Allegiance** Quinn led the group in the pledge of allegiance.
3. **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 prior to meeting)** There was one public comment. Ase Athan discussed the limited choices that the library has as options for COVID related material. She would like to donate 3 materials related to this subject matter.
4. **Approval of Minutes 12/13/2022** Minutes were tabled for approval until the February meeting.
5. **Correspondence, Announcements, and Common Council Reports** Quinn noted the letter received from a member of the public who shared their thanks for the Library of Things items. Quinn will send a note on behalf of the board. Erickson noted that the school district had some protests at their Tuesday meeting, and Erickson expects some pushback here at the library as well. Erickson also noted that the city had hired a new HR director, and he has met with the new director. He further noted that it has been a little over a year since the city has had an HR director.
6. **Engberg Anderson Architects Presentation** Engberg Anderson Architects presented the architectural plans put together for Mead, as well as their analysis of Mead Library versus other libraries of similar size.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

7. **Engberg Anderson Architects Plan** The board members were each given copies of the plans, as well as immediate feedback from staff members. Mehn will send out the PowerPoint presentation, as well as a survey link for board members to comment. This item will be brought back to the next board meeting for consideration.

COMMITTEE REPORTS

8. **Review and Possible Action on Payment of Current Expenditures, including Payroll and Special Revenues (Grants, Gifts and Donations). Receive Budget Status Report to Date** Albrinck moved to approve the report, and payment of current expenditures including payroll, and special revenues. Walton seconded. The motion passed.
9. **Strategic Plan Committee - Report of 12/5/2022 Meeting** In Norman's absence, Erickson reported that the committee met in December and continues the process of updating the strategic plan.

DIRECTOR'S REPORT

10. **Services and Programming** Erickson reported in Prentice's absence, noting the written report Prentice had submitted. He highlighted the Lawyer in The Library program as being a very popular program in January and is also fully booked in February, with one more program scheduled in March.
11. **Security Update** Erickson discussed the security update, noting the lack of long-term exclusions (any over ten days). Long-term exclusions will be added to the report in the future.
12. **Building Projects** Erickson reported on a few building projects. He reminded the board of the multiple electricians here updating the fire panel, and noted that it is a long process. He further noted that an (HVAC) air circulation shaft is having an issue with the ball bearings grinding into the shaft. This is an item that will need to be fixed this year, and he will bring back a quote for approval at the next board meeting. Maintenance is researching whether the library would need to close down due to the need to shut down the air circulating system for the repair. Erickson and Quinn will be scheduling a meeting with the City to determine payment responsibilities.
13. **Monthly Statistics** Erickson reported on the monthly statistics, noting that the gate count still continues to go up, increasing from 2021 to 2022 by 35%. He also noted the increased internet usage, and conference room utilization.

LIAISON REPORTS

14. **Monarch Library System - Maeve Quinn** Quinn reported that the board had not met since last year, but that she will have an updated report at our next board meeting.
15. **Mead Library Foundation - Kathie Norman** Quinn reported on behalf of Norman that the Foundation board had met the previous day. She noted that there had been an explanation of the funds within the Foundation's fiduciary duties. Erickson also noted two new board members, Richard Bender and Rick Osterhaus.
16. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends annual meeting, noting the newly nominated board members and officers. She further noted the Friends plan to have a dance party as a spring social meeting on Friday, April 21st.

UPCOMING MEETINGS

17. **Strategic Plan Committee (2/10/2023 @ 1pm)**
18. **Library Board of Trustees (02/23/22 @ 5 PM)**

ADJOURN

19. **Motion to Adjourn** Walton **moved** to adjourn the meeting. Speth **seconded**. The motion **passed**. Being no further business, the meeting adjourned at 6:42 pm.

In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:

*City Hall • Mead Public Library
Sheboygan County Administration Building • City's website*

CITY OF SHEBOYGAN

MEAD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

Thursday, February 23, 2023

OPENING OF MEETING

1. **Call to Order and Determination of Quorum - Maeve Quinn, President.** All trustees may attend the meeting remotely. Quinn called the meeting to order at 5:04 p.m. and determined a quorum.
Members present: Albrinck, Campe, Norman, Quinn, Speth and Walton
Members absent: Alvarez, Bulson, Guevara and Salazar
Staff present: DeAmico, Erickson and Mehn
2. **Pledge of Allegiance** Quinn led the group in the pledge of allegiance.
3. **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 prior to meeting)** Ase Athan spoke regarding the material offered on COVID and her concerns about the diversity in our collections.
4. **Approval of Minutes 12/13/2022** Walton moved to approve the minutes from the December 13, 2022 meeting. Campe seconded. The motion passed.
5. **Correspondence, Announcements, and Common Council Reports** There were no correspondence, announcements, or common council reports.

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** Norman moved to approve the report, and payment of current expenditures including payroll, and special revenues. Albrinck seconded. The motion passed.
7. **Strategic Plan Committee - Report of 2/10/2023 Meeting** Norman reported that the committee met again to further the process of updating the strategic plan. The group is well on their way to making updates to the current plan. She discussed the committee's debate about level of services and neutrality. She further noted the desire to be able to bring back the updated version to the next board meeting.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION

8. **Fall In-Service - Friday, September 29, 2023** Walton moved to approve the closing of Mead Library for a staff in-service on Friday, September 29, 2023. Campe seconded. The motion passed.
9. **Engberg Anderson Architects Plan** Quinn discussed the updates to the plan, noting that they will be reviewed by the trustees over the next month, and will be brought back to the board for review at the next meeting in April.
10. **DPI Annual Statistics** Erickson presented the DPI statistics, noting the need to relook at some of the numbers. Norman moved to approve Quinn signing off on this report once the numbers have been verified as accurate. Walton seconded. The motion passed.

DIRECTOR'S REPORT

11. **City of Sheboygan Annual Report** Erickson discussed the City's annual report, noting the portion that the library had submitted. He also noted that he and Josh Lintereur are working on a small half page flier to present some of the annual numbers to the public.
12. **Building Projects** Erickson discussed the building projects report attached. He noted that the fire panel project is almost complete.
13. **Services and Programming** Erickson reported in Prentice's absence, submitting her report for the board to review. He noted the response to the public comment concern, and how it was handled. Quinn reported on the email from Joanne Freedman requesting board members to attend the WinterGreen event coming up in March. At this event, she will be presenting her book, and implementing the planting of Irish clover in the library plaza. The email will be shared with board members.
14. **Security Update** Erickson submitted the security statistics report for review.
15. **Support Services Update** Erickson submitted Nessman's report for the board to review, and discussed the Christmas collection being interfiled with the rest of the AD non-fiction collection.
16. **Monthly Statistics** Erickson submitted the monthly statistics for review. He discussed that the circulation numbers have grown to more than the pre-Covid numbers.

LIAISON REPORTS

17. **Monarch Library System - Maeve Quinn** Quinn reported that the board did not meet this past month, but she will bring a report at the next board meeting.
18. **Mead Library Foundation - Kathie Norman** Norman reported that the Foundation board had a great year in 2022 for its 125th anniversary. She further noted that the Endowment fund continues to rebound after several poor investment quarters.
19. **Friends of Mead - Sydney Mehn** Mehn updated the group on the Friends meeting. She indicated the dates of the 2023 book sale will be October 18-21st, with a Friends only event on the 18th. She further discussed the Friends Dance Party coming up in April as part of their Spring social.

UPCOMING MEETINGS

20. **LIBRARY BOARD OF TRUSTEES (04/27/23 @ 5 PM)**

ADJOURN

21. **Motion to Adjourn** Norman moved to adjourn the meeting. Walton seconded. The motion passed. Being no further business, the meeting adjourned at 5:45 pm.

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