

REVISED UNAPPROVED  
MINUTES OF THE MEETING  
OF THE  
MEAD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
January 27, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, January 27, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ald. Montemayor, Mr. Nelson, Mrs. Quicker, Mrs. Segalle, Mr. Stauber Soik, and Ms. Wortche. Absent Board Members: Mr. Zelpe. Others Present: Mr. Bernard Rammer, City Purchasing Agent; Linda Hartman of Sheboygan, and Wendy Schobert of Sheboygan. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:31 p.m. and determined there was a quorum present.

2. Ms. Quinn led the Board in the Pledge of Allegiance.

3. Ms. Quinn distributed a resolution in honor of the service of Mr. Ed Wackowski as a library trustee and read the document to those present.

4. Two people took the opportunity to make comments. Linda Hartman stated her disappointment that all the lounge furniture had been moved from the Quiet Study Room (QSR) to new lounge areas on the first and second floors. Wendy Schobert voiced her frustration with being contacted by Unique Management Services, the library's materials recovery service, for a book she had returned. She had written a letter to Mayor Ryan which was referred by the Council to the Board. Discussion continued under item 6.

6. The Schobert letter (R.O. No. 349-10-11) was referred by Council to the Library Board. Ms. Quinn continued discussion of the matter reviewing the materials/fee recovery policies, procedures and processes in use by Mead Public Library (MPL). When MPL was informed of the problem involving Ms. Schobert's account, Ms. Kallas had immediately contacted Unique Management and written to Ms. Schobert explaining what had happened and apologizing for a staff error. Procedures had earlier been changed with the goal of preventing such errors in the future. Mr. Nelson thanked Ms. Schobert for helping point out a problem in the system. The Finance Committee had met prior to this meeting of the Board and fully reviewed the procedures used for past due items and were satisfied with them. Mr. Nelson **moved** to waive the remaining \$10.20 past due charge on Ms. Schobert's account. **Seconded** by Ald. Montemayor. The motion **passed**, 8 – 0. No further action being necessary the Board will ask Council to file the Schobert letter.

Mrs. Johnson **moved** to move item 11-b-2 & 3 forward. **Seconded** by Mrs. Segalle. The motion **passed**, 8 – 0.

11-b-2 & 3. Mr. Nelson reported that the Finance Committee had accepted bid tabulations for Phase One of the HVAC project and recommended contracting with Schaus Roofing and Mechanical of Manitowoc for the work. Mr. Bernard Rammer, Purchasing Agent, presented the scope of the work. The installation of a high efficiency summer boiler should make the building more comfortable during the cooling season. Installing DDC thermostats and variable drive motors in the air-handling plant should make the building more energy efficient. Fredericksen Engineering will oversee the work. Schaus Roofing bid \$122,490.00 to do the project. The HVAC Reserve has \$150,000.00 in it which will cover the engineering firm's cost and the contractor's cost. Mr. Nelson **moved** to accept the tabulation of bids and award the contract to Schaus Roofing & Mechanical. **Seconded** by Mrs. Johnson. The motion **passed**, 8 – 0. Ms. Winkle said Phase Two replacement of the chiller is the next step. MPL will have to work with Fredericksen Engineering to get a good estimate on the cost of that project so it can apply to the Capital Improvements Commission for funding. Mr. Rammer thanked the Board for moving this item forward on the agenda then left the meeting.

5. Ald. Montemayor **moved** to approve the minutes of December 16, 2010. Ms. Quinn **seconded** the motion. The motion **passed**, 8 – 0.

6. (continued) Ms. Winkle distributed a schedule for the 2011 Sheboygan Reads program. The featured book will be Old Farm: A History by Wisconsin author Jerry Apps. The programs will occur in April with events thus far scheduled at MPL and Maywood. We hope John Michael Kohler Arts Center will participate as well.

Ms. Winkle informed the Board of changes to the Adult Services customer service desk. It will be split into two service points: one for support services and the other for reference services.

The lounge furniture in the QSR had become a concern. The room is intended for quiet study. As community members seek to spend more time at the library, staff has reported that the lounge furniture was not a good fit in a space intended for quiet study. Recently people have been using the lounge area for listening to electronic devices and not for study. Because of that many of the lounge chairs were moved to the first floor to an area more suitable for listening to music or audio books. The furniture in the QSR is more suitable now for study. If someone is looking for a quiet comfortable place to read the third floor Mead Reading Room is the most suitable for that purpose.

Ms. Winkle is recruiting a team of Board members, library staff or library users to take part in a Rotary fund raising event on February 26<sup>th</sup>. Associated Bank is sponsoring the five-person team.

7. Financial Report:

- a. Mr. Nelson **moved** that the Board approve paying its current expenditures, including payroll and recurring expenditures. **Seconded** by Ald. Montemayor. The motion **passed**, 8 – 0.
- b. Mr. Zehfus introduced the January 2010 and 2011 budget status reports. Mrs. Segalle asked for more information about credit card charges and stated that although she has no concern about the possibility of personal charges occurring does want information about purchases made using the Mead charge card.
- c. There were no Line Item Transfers.
- d. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and read the report of gifts received. Gifts received: Lisa & Ed Janairo \$75 in memory of Joseph Shuster for books supportive of Abraham Lincoln, FDR, WWII, Labor Movements, Progressives; Randy & Paula Swaydan-Grebel \$100 for library materials; William W. & Judith H. Busse \$300 in honor of Bernice Busse for storyshelf books; Paula Swaydan-Grebel \$200 in appreciation of Library services for Young Adult books; ‘Give a Gift to Mead’ donations \$680; Sheboygan County Area Retired Teacher’s Association (SCARTA) \$200 in memory of passed teachers for books.

8. Ms. Quinn appointed Mr. Stauber Soik as the chair of the Information Technology Committee.

9. Ms. Quinn introduced review and possible action on the time of day of the monthly Library Board meetings. The advantages and disadvantages of holding the meetings later in the day were discussed. The matter will appear again on next month’s agenda.

10. Ms. Quinn began the report on Maintenance of Effort (MoE) compliance. This item will appear regularly on future agendas as events develop.

- a. The Board President has sent a letter to Eastern Shores Library System (ESLS) requesting more time for the Common Council and library to comply with the funding requirement.
- b. The Board President has sent a letter to the Sheboygan Press re the current status of library funding and services but it hasn’t been printed yet.
- c. The Common Council Finance Committee met on January 10<sup>th</sup>. Ms. Quinn and Ms. Winkle attended for the library. The City Attorney proposed a waiver under Wis. Stats. 66.0143 as a potential way for the City to be excused from complying with the MoE funding requirement. The City is looking forward to some response to its request for an Attorney General’s opinion before taking other steps.

- d. The village of New Glarus requested a waiver of the MoE funding requirement under Wis. Stats. 66.0143. The Division for Libraries, Technology, and Community Learning response (included in the agenda packet) denied use of the statute for such purposes.

11. Committee Reports:

- a. Ald. Montemayor reported on the Personnel Committee meeting of January 13<sup>th</sup>. The 2011 Salary Schedule was distributed for the information of the Committee. The review and possible action on the new and revised position descriptions recommended for adoption by the Committee was tabled for action at next month's Board meeting.
- b. Mr. Nelson reported on the Finance Committee meeting of January 25, 2011. The HVAC project was dealt with earlier. The Committee review of Mead materials/fee recovery policies, procedures and processes was also reported earlier. The Committee had found that the procedures in place are sufficient and made no recommendations to change anything. Mr. Nelson presented a brochure describing cardholder privileges and responsibilities that describes the use of Unique Management Services for materials recovery. These brochures are provided to each recipient of a Mead Public Library card.

12. Director's Report:

- a. Ms. Winkle requested review and possible action on closing MPL for public service on Wednesday, March 16, due to a major computer upgrade and offering a Staff Institute on that day. It is anticipated that the library's Integrated Library System (ILS) will not be available until late in the day. The Director would like to offer customer service training for all employees responsible for direct customer service. There will also be security training for the staff. Mrs. Quicker **moved** to close the library on March 16<sup>th</sup> and hold a Staff Institute that day. Ald. Montemayor **seconded** the motion. The motion **passed**, 8 – 0.
- b. The MPL Salary Schedule effective 1/1/2011 is in the Agenda packet for the information of the Board.
- c. Ms. Winkle reported that she attends city Strategic Fiscal Planning Committee meetings when possible. The Committee is working on a systematic survey of the Sheboygan community regarding public services. After its completion the survey will be used as a guide for what services the city should offer residents. Ald. Montemayor provided additional information about the goals of the Committee in this regard.

- d. Ms. Winkle reported on the ESLS Library to Library Lending Report for 2010. MPL's lending ratio was 1 to 1.78. This is a small decline in Mead's net lending position. The overall volume of lending activity (direct and via request) continues to increase. MPL checked out (and in) over a million items during 2010.
- e. Ms. Winkle noted that MPL was closed on Sunday, December 12, due to severe weather conditions.
- f. Ms. Winkle reported a letter of exclusion from MPL for a period of seven days for a customer who was interfering with staff in the conduct of their duties.
- g. Ms. Winkle requested Trustee comments regarding possible enhancement to services for emerging adults and senior citizens. Ms. Quinn invited trustees to share ideas with either herself or Ms. Winkle.

13. Liaison Reports:

- a. Mr. Nelson stated the ESLS Board will meet next Monday. Agenda items primarily concern organizational matters. Mr. Nelson is interested in cooperative collection development among member libraries and will raise that issue at the meeting.
- b. Ms. Quinn reported that the Foundation has approved completion of the furnishings and equipment for the Dr. Jerome M. Maas Teen Learning Center on third floor to be followed by improvements to the Rocca Meeting Room. The Board is also looking for ways to increase Renaissance Society membership.
- c. Mrs. Quicker reported that the Friends bookstore revenue for 2010 is \$10,096.91. Since the store opened in 2004 the Friends has realized \$52,248.36 which has helped it support MPL programs and services. Ms. Quinn will send the Friends Board a special letter of thanks for these efforts.

14. Mrs. Quicker **moved** to adjourn. Mr. Nelson **seconded** the motion. The motion **passed**, 8 – 0. Ms. Quinn adjourned the meeting at 5:47 p.m.

Sharon Winkle, Secretary