

UNAPPROVED  
MINUTES OF THE MEETING  
OF THE  
MEAD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 24, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, February 24, 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 Mr. Zelp. Absent Board Members: Ms. Wortche. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:30 p.m. and determined there was a quorum present.

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

3. There was no public comment.

4. Ald. Montemayor **moved** to approve the minutes of January 27, 2011. Mrs. Quicker **seconded** the motion. Mrs. Johnson then **moved** that the minutes be amended to include the recommendation that authors or subjects of documents referred to the Board by Common Council be invited to attend pertinent Board and Committee meetings. **Seconded** by Mrs. Segalle. Ms. Quinn stated the matter will be placed on next month's agenda as an action item. There already being a motion on the floor no vote was taken. The **vote on the motion to approve the minutes** was then taken. The motion **passed**, 7 – 0 – 1. Abstaining: Mr. Zelp.

5. Ms. Winkle reported that the Department of Public Instruction (DPI) has sent a letter to the Board President indicating that the Director's Grade One certification, due to expire in March 2011, was renewed for the next 5-year period.

6. Ms. Quinn took up the held agenda item and began review and possible action on the time of day of the monthly Library Board meetings. Ms. Quinn **moved** to change the time of day to 4:00 p.m. beginning in May. **Seconded** by Ald. Montemayor. Discussion followed. On vote the **motion failed**, 4 – 4. After further discussion, Mrs. Segalle **moved** to change the start time to 3:45 p.m. beginning in May. Mrs. Johnson **seconded** the motion. The motion **passed**, 7 – 1. Voting nay: Mrs. Quicker.

7. Ms. Quinn introduced the 2010 Annual Report to Division for Libraries, Technology, and Community Learning (DLTCL) with review and possible action on page 8: Statement concerning Public Library System Effectiveness. Ms. Winkle said this report is shared with the

Common Council as well as DLTCL. The action item on page 8 is the Board's statement whether the Eastern Shores Library System (ESLS) has provided effective leadership or not. Mr. Nelson **moved** that a check be placed in the box indicating that ESLS has provided effective leadership. **Seconded** by Mrs. Johnson. The motion **passed**, 8 – 0.

8. Ms. Winkle reported that on page 7 of the Annual Report to DLTCL, the box about 2011 annual funding at Maintenance of Effort (Moe) level was not checked. This is formal notice to DLTCL that Mead Public Library (MPL) was not funded this year at the average of the past three years.

9. Financial Report:

- a. Mr. Nelson **moved** that the Board approve paying the current expenditures, including payroll and recurring expenditures. **Seconded** by Ald. Montemayor. The motion **passed**, 8 – 0.
- b. Mr. Zehfus introduced the February 2011 budget status report, the Final budget status report for 2010 and the 2010 Financial Report (unaudited) and made a presentation on the reports to the Board.
- c. There were no Line Item Transfers.
- d. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and the report of gifts received. Gifts received: Horace Mann Social Committee \$200.00 for Summer Library Program (SLP); Friends of Mead Public Library \$2,800.00 for SLP, \$1,000.00 for Cool Picks, and \$5,000.00 for programming; Laura Dumovich \$85.97 in memory of Atreyu Burke for children's books.
- e. Mr. Zehfus requested review and possible action on the designation of the HVAC Phase One project payments to the approved contractor as recurring expenses. Ald. Montemayor **moved** that the payments be considered recurring expenditures for the length of the project. **Seconded** by Mr. Nelson. The motion **passed**, 8 – 0.

10. Committee Reports:

- a. Mr. Nelson introduced the report on the Finance Committee meeting of February 23, 2011. City of Sheboygan Deputy Finance Director Nancy Buss attended and explained why there was a change in the 2009 Unreserved Fund Balance that carried through to the 2010 report. The 2010 MPL Financial Report had a small Unreserved Fund Balance \$32,371.69 that the Committee recommended be placed in the Personnel Services & Pension Liability Reserve. Mr. Nelson made

the **motion** to accept the Committee recommendation. **Seconded** by Ald. Montemayor. The motion **passed**, 8 – 0. Mr. Nelson reported that the Committee also reviewed and recommended seeking funds for Phase 2 of the HVAC project, which is the replacement of the chiller at a cost of approximately \$240,000.00, through the City of Sheboygan capital improvements request process. Mr. Nelson **moved** that the administration take Phase 2 of the HVAC project to the Capital Improvements Commission for inclusion in the 2012 Budget. **Seconded** by Mrs. Johnson. The motion **passed**, 8 – 0.

- b. Ald. Montemayor took up the held Personnel Committee Report of January 13, 2011 and the possible action on approving four job descriptions: Deputy Director, Director, Public Information Specialist and Information Technology Assistant I & II. Action had been held so that the Board could examine the attached job descriptions. Ald. Montemayor **moved** to approve the job descriptions. Mrs. Quicker **seconded** the motion. Mr. Zehfus distributed the job description for Library Managers. The Board discussed the wording of the job descriptions at length. On vote, the original motion **failed**, 4 – 4. Ald. Montemayor summed up the **consensus** of the Board in asking that the administration make changes to the Director and Deputy Director job descriptions and return them to the Board in March for action. Ald. Montemayor then reported on the Personnel Committee meeting of February 11<sup>th</sup> and its recommendation that the full-day weather closure of February 2<sup>nd</sup> be designated a furlough day for 2011. Mrs. Quicker so **moved**. Mrs. Johnson **seconded** the motion. The motion **passed**, 8 – 0.

11. Director's Report:

- a. Ms. Winkle had nothing to report on the projected impact of the Governor's Budget Adjustment Bill at this time.
- b. Ms. Winkle reported that the Wisconsin Department of Administration (DOA) declined the Broadband Technology Opportunities Program (BTOP) grant for BadgerNet. The grant would have been for \$23,000,000.00 and increased Internet connections speeds for libraries and schools from 1.5 mbps to 20 mbps.
- c. Ms. Winkle reported that MPL closed at 5:00 p.m. on February 1<sup>st</sup> and all day on February 2<sup>nd</sup> due to severe weather conditions.
- d. Ms. Winkle began review and possible action on designation of Furlough dates for the 2011 fiscal year. Ms. Winkle distributed a list with the five dates tentatively selected by the administration for furlough in 2011. Discussion followed. Mrs. Quicker **moved** to designate February 2<sup>nd</sup>, April 22<sup>nd</sup> (Good

Friday), May 20<sup>th</sup>, October 21<sup>st</sup> and November 25<sup>th</sup> (Day after Thanksgiving) as 2011 furlough days. Mrs. Segalle **seconded** the motion. The motion **passed**, 8 – 0.

12. Liaison Reports:

- a. Mr. Nelson reported that the MPL Board President had attended the latest ESLS Board meeting. The ESLS Board reviewed without comment MPL's letter requesting more time to await an Attorney General Opinion concerning MoE. Mr. Nelson stated that only one other library in the state is not meeting the MoE funding requirement for system membership for 2011.
- b. Ms. Quinn had no report from the Foundation because the Board did not meet in February.
- c. Mrs. Quicker reported that the Friends have asked Ms. Capizzi, Friends liaison, to provide an internal wish list of MPL needs that the Friends could consider for contributions.

14. Mrs. Quicker **moved** to adjourn. Ald. Montemayor **seconded** the motion. The motion **passed**, 8 – 0. Ms. Quinn adjourned the meeting at 5:23 p.m.

Sharon Winkle, Secretary