

**Minutes**  
**Mead Public Library**  
**Board of Trustees**  
**February 27, 2014**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, February 27, 2014 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding; Henry Nelson, Chris Campe, Dolcye Johnson, Martha Wortche, and Dirk Zylman. Unable to attend were: Kathie Norman, Ald. Darryl Carlson, Kevin Sampson, and Marge Segalle. Staff members present: Debbie DeAmico, Garrett Erickson, and Pat Mueller.

1. Quinn called the meeting to order at 3:50 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance facing the new addition of a flag in The Loft.

**3. Public Comments**

There were no public comments at the meeting.

**4. Adopt resolution in recognition of the retirement of Karin Menzer**

Quinn read the Resolution in recognition of Karin Menzer's thirty years of service at MPL. Menzer was presented with a flower arrangement and books on behalf of the Board of Trustees.

Zylman moved to accept the Resolution honoring Karin Menzer; Johnson seconded the motion. The motion passed.

**5. Approval of minutes from January 23 meeting**

Johnson moved to accept the minutes from the January meeting. Nelson seconded the motion; motion passed.

**6. Correspondence, Announcements, and Common Council referrals**

Erickson reported that Menzer's efforts to secure a \$6,500 Library Services and Technology Act (LSTA) grant was awarded to Children's Services for Sheboygan early literacy initiative.

**7. Committee Reports**

**A. Finance Committee – Zylman**

**1. Report of 2-27-14 meeting**

Zylman said James Testwuide, H.C. Denison Company, and Bill Holbrook, Foundation Board member, attended the Finance Committee meeting to discuss investment philosophies on behalf of the MPL Foundation. They both indicated that they are available for further discussions regarding Trustee investments.

The proposed updates to the Board of Trustees Finance policy was reviewed on a handout and discussed. A motion was deferred to number 12 on the agenda.

Members of the Finance Committee reviewed the Department of Public Instruction (DPI) annual report. Motion deferred to number 13 on the agenda.

Zylman indicated that metrics for collections' costs was discussed at the Finance Committee meeting.

**B. Financial Reports**

**1. Review and approve payment of expenditures, including payroll**

Zylman moved to accept payment of current expenditures, including payroll and recurring expenditures; Nelson seconded the motion. The motion carried.

**2. Receive monthly 2014 budget status report to date**

Zylman indicated that the report prepared by DeAmico was reviewed and discussed at the Finance Committee. A handout was provided to Board members who were not at the meeting of the Finance Committee.

**3. Report of gifts received at the library**

Zylman reviewed a handout of gifts to the library.

**C. Strategy Committee – Quinn**

**1. Report of meeting on 2-19-14**

Quinn reported on the progress of the MPL Strategic Plan for 2014-2020. She noted that the new Mission Statement and Vision for MPL is on the document. Motion deferred to number 10 on the agenda.

**8. Director's Report – Erickson**

**A. Report on the Strategic Fiscal Committee 2-19-14**

Erickson discussed a handout on the 2015 City of Sheboygan budget schedule.

**B. Polaris catalog software integration with Overdrive (E-Book) service**

Erickson and Diane Kallas, Circulation Services manager, attended a SLAC meeting at the Plymouth Public Library. At this meeting, the approval of \$100 for a software program for Polaris was approved.

**C. Migration to Meadpl.org domain**

Erickson explained the change to our e-mail addresses at the library.

**9. Discussion and possible action on update to Meeting Room policy**

Quinn reviewed a handout on the proposed changes to the Meeting Room policy. Erickson discussed the changes to the policy pertinent to the Rocca Meeting room and Public Conference room on second floor. He reviewed who is given priority to reserve our meeting rooms, and noted that staff from City Hall are encouraged to use our meeting rooms. The charge for businesses to use our rooms has been eliminated.

Nelson recommended that outside groups/businesses sign an agreement that they received the MPL Meeting Room policy.

Nelson moved to accept the changes to the MPL Meeting Room policy. Campe seconded the motion. Motion passed.

**10. Discussion and possible action on update to Strategic Plan document**

For discussion Board members reviewed the previous Strategic Directions, and the recommended Strategic Plan for 2014-2020. He reported that measurable results will be reported at future Board of Trustee meetings.

Nelson suggested changing number three (point one) from residents to citizens, and number four (point one) from patrons to adults.

Nelson moved and Campe seconded the motion to approve for printing and distribution the Mead Public Library Strategic Plan for 2014-2020. Motion passed.

**11. Discussion and possible action on approving expenditures from MPL Foundation Board gift list**

Erickson reviewed the handout "Funding priority list from Foundation Gifts Committee" which disburses \$15,400 from the Maas Income fund and \$61,850 from the Endowment Income fund.

Zylman moved to accept the expenditures on behalf of MPL from the MPL Foundation Board donations. Campe seconded the motion. The motion passed.

**12. Discussion and possible action on update to Finance Policy in regards to 850 Everhard/Forrer fund**

Zylman reviewed on a handout the proposed Finance policy for discussion.

Zylman moved and Johnson seconded the motion to approve the changes to the library's Finance policy. The motion passed.

**13. Discussion and possible action to approve Department of Public Instruction (DPI) 2013 annual statistical report**

Erickson reviewed DPI statistics report (handout).

Nelson moved; Johnson seconded the motion to accept the Department of Public Instruction 2013 annual statistical report. The motion passed.

**14. Liaison Reports**

**A. Eastern Shores Library System – Nelson**

Nelson announced that a new director has been hired for ESLS, and is scheduled to begin on April 14.

**B. Mead Public Library Foundation – Quinn**

Quinn discussed the Foundation Gift List and thanked members of the Foundation Board for their donation on behalf of MPL. She indicated that she is pleased the Foundation Board is working closer with the Board of Trustees including investment management of the library's Everhard/Forrer fund.

Quinn reminded the group of the combined meeting of the Board of Trustees, Foundation Board, and Friends Board scheduled for Thursday, April 24 from 3-5 p.m. A reception for Garrett, Mark, Debbie, Karin, and Melissa is scheduled in The Loft from 5:00 to 6:30 p.m.

**C. Friends of Mead Public Library – Erickson**

Erickson reviewed Friends accomplishments and activity as prepared by Mueller. The Friends Board welcomed two new members: Joan King and Judy Van Calligan.

A Friends Audit Committee reviewed the organization's financial records.

A computer will be purchased for the organization's members use.

The Friends Board received for review the Foundation's Gift List for consideration on what and when to disburse Friends monetary donations to the library.

"Big Book Sale" is scheduled for Saturday, March 22 in the Rocca Meeting room. An abundance of children's books and cookbooks will be featured at this sale.

Dodie Kolb, Friends treasurer, is researching the possibility of the Friends Organization receiving a credit card.

Members of the Friends agreed to hosting at the new/retiring staff reception on April 24.

A donation of \$260 purchased "Imagination Station" for our Children's Services Department. A memorial plaque honoring Friends members Sarah Stoll has been attached to "Imagination Station."

Recently \$1,500 was presented to the library to support the "Gift of Reading" program to purchase incentives and books for the summer program.

The Friends Board, on a five-year average, donates \$10,500 annually to MPL to further services, programs, and collection development.

15. Next meeting: March 20 (First day of spring)

## **16. Adjournment**

Nelson moved; Zylman seconded to adjourn the meeting. Motion passed. Quinn concluded the meeting at 5:32 p.m.

Information items: Annual statistics