

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

The meeting of the Mead Public Library Board of Trustees was held on Thursday, March 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, Ms. Wortche, and Mr. Zelpe. Staff Members Present: Ms. Winkle and Mr. Zehfus. Others Attending: Detective Holly Parker of Special Operations Detective Agency.

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 February 24, 2011. Mrs. Segalle **seconded** the motion. Mrs. Johnson then **moved** that the minutes be amended to include the reference under 10-A that the funds associated with the budget reduction in response to the Sheboygan Transition and Recovery Resolution (STARR) program of 2009 were not removed from Board purview as originally intended. **Seconded** by Mrs. Segalle. The **minutes as amended were approved**, 8 – 0.
5. Ms. Winkle shared an e-mail sent to the library staff about compliance with the Budget Repair Bill. There are two components. One changes the required employee contribution to the Wisconsin Retirement System which takes place after the law goes into effect. The second is a requirement to have a written grievance procedure in place to address safety, termination, and other matters. The City Attorney is working on compliance and has advised Ms. Winkle that for Mead Public Library (MPL) employees, the Library Board will be the highest level of review and appeal. Mr. Zelpe arrived at this time.
6. Ms. Quinn began the security update. Ms. Winkle reported that starting in late February she became aware that MPL staff started reporting more incidents of inappropriate behavior among members of the public – primarily older teens. The Library had most recently contracted with the Special Operations Detective Agency (SODA) for security services. That Agency was re-contacted and a contract to have one uniformed officer here Monday through Thursday afternoons and evenings as well as Sunday afternoons was drawn up. The source of funds for the security services is Building & Grounds. The contract ends May 26th. The need for continued services will be reviewed at that time.

7. Ms. Quinn introduced Detective Holly Parker of SODA. Detective Parker made a presentation about how SODA officers have been operating in MPL. Behavioral guidance is based on the Library's Code of Conduct as adopted by the Library Board. Officers ask individuals to behave and if an officer has to come back to deal with an individual a second time that individual is asked to leave. The officers patrol the building and exterior walkways. The teens generally do behave but they sometimes gather into a group of as many as 40. The officers are trying to build a rapport with some of the teens and get positive identifications on most of them. Ms. Quinn thanked Detective Parker for her presentation.

8. Ms. Winkle began the review and possible action on proposed revision to the MPL Code of Conduct. Ms. Winkle distributed a new copy of the Code with the latest revisions replacing the one in the Agenda packet. The Code is published in Spanish and Hmong, so it's best to get all the revisions done at once. Additions to the code include prohibition of the use of smokeless cigarettes, prohibition of the consumption of alcohol, prohibiting taking images without prior permission, and limits on the display of signs or placards in or near the building. Mr. Nelson **moved** that the revisions be adopted by the Board. **Seconded** by Ald. Montemayor. Discussion followed. The motion **passed**, 8 – 1. Voting no: Mrs. Segalle.

9. Ms. Quinn began review and possible action on a procedure for inviting authors/subjects of Common Council referrals or other communications to attend pertinent Library Board/Committee meetings. Ms. Quinn **moved** that the President issue invitations for Board meetings and Committee Chairs for Committee meetings. Ald. Montemayor **seconded** the motion. The motion **passed**, 9 – 0.

10. Ms. Winkle reported that the Budget Bill eliminates the Maintenance of Effort (MoE) requirement for library service system membership eligibility.

11. Ms. Winkle began review and possible action on the Director's report to the Strategic Fiscal Planning Committee. Ms. Winkle distributed copies of the report. Components of the report were drawn from documents the Board has already acted on. The Board discussed the report. Ms. Quinn **moved** to approve the report to the Strategic Fiscal Planning Committee with the addition that homebound delivery service is performed by volunteers. **Seconded** by Ald. Montemayor. The motion **passed**, 9 – 0.

12. Committee Reports:

a. Personnel Committee:

Ald. Montemayor introduced review and possible action on approval of the following position descriptions: Deputy Director, Director, Public Information Specialist and Information Technology Specialist I & II. The Board discussed the

position descriptions. Ald. Montemayor **moved** to approve the position descriptions. **Seconded** by Ms. Wortche. The motion **passed**, 7 – 2. Voting no: Mrs. Johnson and Mrs. Segalle.

b. Financial Report:

1. Mr. Nelson **moved** that the Board approve paying current expenditures, including payroll and recurring expenditures. **Seconded** by Mrs. Johnson. The motion **passed**, 8 – 0 – 1. Abstaining: Ms. Wortche who was absent from the meeting at the time of the vote.
2. Mr. Zehfus introduced the March 2011 budget status report.
3. Mr. Zehfus introduced a Line Item Transfer. Mr. Nelson **moved** to approve the Line Item Transfer. **Seconded** by Mrs. Johnson. The motion **passed**, 9 – 0.
4. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and the report of gifts received. Gifts received: Sheboygan Service Foundation Inc. \$400 for Summer Library Program (SLP), Automation Products \$50 for SLP, in memory of Elaine Erzen Repenshek \$1,750 via Wendy J. Hillman for the purchase of special furniture for the Henrietta A. Landwehr Children's Library Center.

Mrs. Segalle was excused at this time.

13. Director's Report:

- a. Ms. Winkle began review and possible action on the request to recognize National Library Workers Day on April 12 during National Library Week, April 10-16. Ald. Montemayor **moved** to approve recognition of MPL workers. Mrs. Johnson **seconded** the motion. The motion **passed**, 8 – 0.
- b. Ms. Winkle reported that Youth Services Manager Karin Menzer had applied for VISTA associates to do playground outreach programming during the Summer Library Program. Two volunteers have been approved by VISTA pending approval of the Federal funding for AmeriCorps/VISTA.
- c. Ms. Winkle introduced the Eastern Shores Library System (ESLS) County Board appointment worksheet. The County continues to be able to appoint one member to the MPL Board. Mrs. Quicker has declined to continue as the County's representative to the MPL Board after her current term expires.

- d. Ms. Winkle noted that the Common Council schedule for April 2011 was included in the Agenda packet because the Council's schedule varies from its normal one due to the upcoming election.
- e. Ms. Winkle distributed a flyer about Mead Public Library services that was created for distribution to local legislators on Library Legislative Day, March 22nd. Mr. Nelson reported on the event. The new budget reduces funding to library systems by 10% and MoE funding is no longer required. Mr. Nelson and Mr. Weinhold went to Madison for the event and had met with all our local legislators.
- f. Ms. Winkle reported two exclusions from MPL. A minor is excluded for 45 days for inappropriate behavior in the library. The second exclusion, also of a minor and for 45 days, is for applying five times for a library card using a different name each time, along with inappropriate behavior as prohibited by the Code of Conduct.
- g. Ms. Winkle stated the Sheboygan Press has again submitted an Open Records request to MPL for employee salary information. They want the data by April 15th but generally don't publish their salary edition until June.

14. Liaison Reports:

- a. Mr. Nelson made his report on attending Library Legislative Day earlier in the meeting.
- b. Ms. Quinn reported the Foundation Board had not met.
- c. Mrs. Quicker reported that because of bad weather, the Friends Board had not met. The Friends are looking for more books for the big book sale in July.

15. Mr. Nelson **moved** to adjourn. Ald. Montemayor **seconded** the motion. The motion **passed**, 8 – 0. Ms. Quinn adjourned the meeting at 5:26 p.m.

Sharon Winkle, Secretary