

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
March 25, 2010

The meeting of the Mead Public Library Board of Trustees was held on Thursday, March 25, 2010 in the Josephine A. Rocca Meeting Room. Present Board Members: Mr. Markevitch, presiding; Mr. Nelson, Mrs. Quicker, Ms. Quinn, Ms. Towne, Mr. Wackowski, Ms. Wortche, and Mr. Zelpe. Absent Board Members: Ald. Monetmayor and Mr. Peneski. Staff Members Present: Ms. Winkle.

1. Mr. Markevitch called the meeting to order at 3:30 p.m. and declared a quorum present.
2. Mr. Markevitch led recitation of the Pledge of Allegiance.
3. There were no speakers for the Public Comment portion of the meeting.
4. Mrs. Quicker **moved** and Ms. Quinn **seconded** approval of the minutes of the meeting of February 25, 2010 as attached to the agenda packet for this meeting. Motion **carried**.
5. Ms. Towne introduced Mr. Chad Stauber-Soik, present in the audience this afternoon, as the designee of the Sheboygan Area School District Superintendent for appointment by the Mayor to the Library Board upon the expiration of her term on April 30.

Ms. Winkle distributed three items: "Wisconsin's public libraries: Economic benefits in tough economic times", an invitation to the April 15 Open House for dedication of the Dr. Jerome M. Maas Teen Learning Center, and an invitation to the April 29 Wisconsin Association of Public Libraries (WAPL) Dessert Reception.

At the request of the City Clerk, the Library Board took action to file Resolution 6 - 09 -10 Establishing the 2009 STARR Program on a **motion** by Mrs. Quicker, which was **seconded** by Ms. Towne. Motion **carried** with Mr. Wackowski voting no.

6. Financial Report:
 - a. Ms. Towne reported that she and the Board President had reviewed the invoices presented for payment and **moved** that the Board approve payment of current expenditures. **Seconded** by Ms. Quinn. Motion **carried**.
 - b. Ms. Towne presented the monthly 2010 budget status report to date.
 - c. There were no line item transfers, year-end transfers, or budget amendments.

- d. Ms. Towne reported the receipt of gifts as distributed to the Board at the meeting. Gifts received: Anonymous \$20 contribution for refreshments at movies shown for children, Sheboygan Service Foundation Inc. \$400 for Summer Library Program, East Sheboygan County Chapter of Thrivent Financial for Lutherans \$100 for CARE (Cuddle and Read Everyday) Program and \$400 for Read-To-Me Program.
 - e. Action on the treatment of the Commedia dell'Arte mural project as a recurring expense was held for the associated item below.
 - f. Ms. Winkle shared a report from Mr. Zehfus regarding his attendance at the Common Council Strategic Fiscal Planning Committee meeting of 3/19/10.
7. Committee Reports:
- a. Personnel Committee:
 1. Mr. Markevitch presented the report of the Personnel Committee and introduced review and possible action on the Committee recommendation for option(s) associated with the required City of Sheboygan transition from paid to date (PTD) to 2-week hold out (TWHO) pay issuance for affected employees. Mr. Markevitch **moved** adoption of the Committee recommendation that the transition occur in 2010 at the issuance of the third paycheck of the month in April and October with one week of pay being addressed in April and one week in October. Ms. Wortche **seconded**. Motion **carried**.
 2. Mr. Markevitch introduced the Personnel Committee recommendation on adoption of amendments to the "Bylaws and Policy Statements of the Mead Public Library Board" regarding recruitment and the vacancy review process as included in the agenda packet for this meeting. Ms. Winkle introduced subsequent revisions, stating that she added new information regarding the posting of vacant positions for recruitment. She also introduced the Vacant Position Review form associated with the policy. Mr. Wackowski **moved** adoption of the Proposed Amendment to "Bylaws and Policy Statements of the Mead Public Library Board" dated 3/22/10 along with the Vacant Position Review form. Ms. Quinn **seconded**. Motion **carried**.
 - b. Finance Committee:
 1. Ms. Towne introduced review and possible action on a source of funds for the repair/extension of the Commedia dell'Arte mural by reporting the Finance Committee recommendation that the Library approve use of \$9300 from the current quarterly distributions from the Everhard Trust for this purpose. Mr. Markevitch **moved** approval. Mrs. Quicker **seconded**. Motion **carried**. Next Mr. Markevitch **moved** that payments to the artist of the Commedia dell'Arte mural be treated as recurring expenditures at a total amount not to exceed \$9300. Ms. Towne **seconded**. Motion **carried**.

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2. Ms. Towne introduced review and possible action on reserve fund transfers related to the 2009 year-end financial statement as distributed at this meeting, stating that the Finance Committee recommends approval. Ms. Towne **moved** approval. Mr. Nelson **seconded**. Motion **carried**.

8. Mr. Markevitch introduced review and action on proposed amendments to the Personnel Section of the "Bylaws and Policy Statements of the Mead Public Library Board", noting that the Board had approved the vacancy review and recruitment policy earlier in the meeting. Mr. Nelson **moved** approval of the policy revisions exclusive of that earlier action as included in the agenda packet for this meeting. Ms. Quinn **seconded**. Motion **carried**.

9. Director's Report:

- a. Ms Winkle introduced review and possible action on employee recognition during National Library Week, 4/11 - 4/17, specifically on 4/13 for National Library Workers Day. Mrs. Quicker **moved** approval of funding refreshments in the Staff Room. Mr. Markevitch **seconded**. Motion **carried**. Mr. Markevitch will prepare a message to share with the employees on that day.
- b. In review and possible action on use of the Quiet Study Room on the following dates:
 1. April 29 - From 12:00 noon - 10:00 p.m. for Wisconsin Association of Public Libraries (WAPL) Conference Reception.
 2. June 9 - From 6:00 to 8:00 p.m. for book discussion re "Out of Africa",Ms. Quinn **moved** approval. Mr. Nelson **seconded**. Motion **carried**.
- c. Ms. Winkle reported on the success of Youth Services Manager Karin Menzer in obtaining 2 VISTA associates for Mead Public Library (MPL) placement for eight weeks during June - August 2010.
- d. Ms. Winkle noted that the agenda packet for this meeting includes an outline of the One Book: Out of Africa community reading program for 2010 that MPL is offering in collaboration with the John Michael Kohler Arts Center.
- e. Ms. Winkle reported receipt of an Open Records Request from the Sheboygan Press regarding the salary/wage and benefit costs for selected MPL employees.

10. Liaison Reports:

- a. Eastern Shores Library System:
 1. Mr. Nelson reported on the Library Legislative Day (2/16) Building a Common Agenda literature included in the agenda packet for this meeting. He also shared information about an orientation session for Eastern Shores Library System Board members that occurred on March 22 and reported that he has been appointed to serve on the Personnel Committee of that Board.

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b. Mead Public Library Foundation:

1. Mr. Markevitch and Ms. Quinn reported that the Mead Public Library Foundation has received a pledge of \$7,000 from the Acuity Charitable Fund in support of the 2010 Cool Picks Summer Reading Program for Teens. Mr. Markevitch reported a recent meeting with representatives of the Dr. Jerome M. Maas family that included a tour of the Dr. Jerome M. Maas Teen Learning Center. Family representatives plan to attend its April 15 dedication.

c. Friends of Mead Public Library:

1. Mrs. Quicker reported that the Friends of Mead Public Library has contributed \$500 in support of MPL's county jail outreach program. The Friends Board will also recognize MPL employees on National Library Workers day.

11. Mr. Wackowski **moved** adjournment. Ms. Quinn **seconded**. Motion **carried**.

Mr. Markevitch adjourned the meeting at 4:40 p.m. to be followed by a visit to the Dr. Jerome M. Maas Teen Learning Center for those interested.

Sharon Winkle, Secretary