

UNAPPROVED  
MINUTES OF THE MEETING  
OF THE  
MEAD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
May 26, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, May 26, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ms. Montemayor, Mr. Morgan, Mr. Nelson, Ald. Sampson, Mrs. Segalle, Mr. Stauber Soik, Ms. Wortche, and Mr. Zylman. Others Present: Mayor Rob Ryan, City of Sheboygan. Staff Members Present: Mr. Zehfus. Staff Members Absent: Ms. Winkle.

1. Ms. Quinn called the meeting to order at 3:45 p.m. and determined there was a quorum present.
2. Ms. Quinn led the Board in the Pledge of Allegiance.
3. Ms. Quinn welcomed and introduced the new trustees: Mr. Morgan, Ald. Sampson, and Mr. Zylman.
4. Ms. Quinn introduced Mayor Ryan. Mayor Ryan thanked the Board for the invitation to come and speak. The Mayor said he was happy to re-appoint Ms. Quinn, Mr. Nelson and to welcome the three new trustees: Mr. Morgan, Ald. Sampson, and Mr. Zylman (Sheboygan County Board Chairman appointment). The Mayor went on to talk about the City's 2012 budget shortfall of \$2,000,000.00 and how it might resolve the situation. The City is working with the University of Wisconsin-Whitewater surveying the citizens for input on their priorities for the City. Mayor Ryan's aim is to have a brighter future for Sheboygan with more development and less unemployment. Ms. Quinn thanked the Mayor for attending the May Board of Trustee Meeting and sharing his perspective of the City of Sheboygan in 2012.
5. There was no public comment.
6. Mrs. Johnson **moved** to approve the minutes of April 28, 2011. Ms. Montemayor **seconded** the motion. The minutes were **approved**, 10 – 0.
7. Ms. Quinn distributed a note to the Board from retired trustee Sharon Quicker. Ms. Quinn informed the Board that Ms. Winkle could not attend the meeting having been called away on urgent personal business.
8. Ms. Quinn reported on the letter from Eastern Shores Library System to Attorney General Van Hollen requesting a response to the letter about Maintenance of Effort (MoE) sent earlier by the City and the County of Sheboygan. Nothing has been released by the Attorney

General's office at this point in time. The Attorney General may be waiting for the results of the upcoming proposed legislation regarding MoE.

9. Committee Report:

a. Finance Committee:

1. Mr. Nelson began review and possible action on use of selected 2010 year-end gifts for staff customer service training. (Recommendation from the Finance Committee meeting of April 26.) Donations from the Dr. John Livermore family and from Gladys Schaefer totaling \$1,750 had been received and were to be used for the immediate needs of Mead Public Library (MPL). The administration had identified a need for additional customer service training for library staff as a good use of the donations. Mr. Nelson **moved** that MPL use these generous donations for customer service training. **Seconded** by Mrs. Johnson. The motion **passed**, 10 – 0.

b. Financial Report:

1. Mr. Nelson **moved** that the Board approve paying its current expenditures, including payroll and recurring expenditures. **Seconded** by Ms. Montemayor. The motion **passed**, 10 – 0.
2. Mr. Zehfus introduced the May 2011 budget status report.
3. There were no Line Item Transfers or budget amendments.
4. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and read the report of gifts received. Gifts received: Sheboygan Police Benevolent Association \$50.00 for Cool Picks, Mead Public Library Foundation \$3,474.44 for 2011 Sheboygan Reads programs, etc.

10. Director's Report:

- a. Ms. Quinn reported that the MPL Foundation has received a gift designated for support of a Homework Help project in the Dr. Jerome M. Maas Teen Learning Center. Details regarding this gift will be shared in next month's meeting. The project should be up and running in the fall.
- b. Ms. Quinn stated that this September will be the 10<sup>th</sup> anniversary of the Fela and Anselm Warschau Room. Ms. Quinn opened discussion with the Board about how the anniversary should be celebrated in conjunction with the local synagogue and Warschau family members. When the Warschau Room was dedicated in 2001

there were seven local holocaust survivors present, there are now only four left. Ms. Montemayor will work with Ms. Winkle in contacting the synagogue in how to honor the anniversary.

- c. Ms. Quinn said the UW-Whitewater project team will present the Phase One report of its work for the City of Sheboygan on June 20<sup>th</sup>.
- d. Mr. Zehfus reported that the HVAC project is nearly completed. The staff is now learning how to operate the new system. The building re-sealing project is also nearly completed and has either stopped or slowed down the leaks in the walls. A problem with the north emergency exit stairwell is being researched and will be brought before the Finance Committee for action.

11. Liaison Reports:

- a. Mr. Nelson reported that the next Eastern Shores Library System (ESLS) Board meeting will be held on July 25<sup>th</sup>. The letter from the ESLS Board to the Attorney General may well be a moot issue. On Wednesday June 1<sup>st</sup>, there will be a presentation at the Plymouth Public Library about the impact of the Governor's budget on public libraries. The meeting will run from 7:00 p.m. to 9:00 p.m. If Board members are planning on attending please inform Kathy Meyer so a Badke notice can be issued if needed. Fond Du Lac Public Library has decided not to join the EasiCat shared library system, a service of ESLS.
- b. Ms. Quinn said the Foundation has the goal of adding 20 members to the Renaissance Society this year. The Foundation is also seeking ways to take part in the 2<sup>nd</sup> Annual Children's Book Festival this fall.
- c. Ms. Quinn stated the Minutes of the Friends meeting were included in the Agenda packet. July 14, 15 and 16 are the dates of the upcoming big book sale.

12. Nominations from the floor and elections of officers for 2011-2012:

Ms. Quinn called for nominations for President. Mr. Nelson **nominated** Ms. Quinn. **Seconded** by Mr. Zylman. After calling for further nominations, there were none. Mr. Nelson **moved** that nominations be closed and a unanimous ballot in favor of Ms. Quinn be cast. **Seconded** by Ald. Sampson. The motion **passed**, 10 – 0.

Ms. Quinn called for nominations for Vice President. Ms. Wortche **nominated** Ms. Montemayor. **Seconded** by Mr. Zylman. After calling for further nominations, there were none. Mr. Morgan **moved** that nominations be closed and a unanimous ballot in favor of Ms. Montemayor be cast. **Seconded** by Ald. Sampson. The motion **passed**, 10 – 0.

13. Ms. Quinn thanked the Board for the honor of a second term and made brief remarks to the Board.

14. Ms. Quinn introduced the schedule of Library Board meetings for 2011-2012. Meeting dates follow the normal schedule except for November 17<sup>th</sup> which is moved to avoid the Thanksgiving holiday. Ms. Montemayor **moved** to adopt the schedule. **Seconded** by Mr. Nelson. Mrs. Johnson **moved** to amend the schedule by moving the December meeting up to the 15<sup>th</sup>. Mrs. Segalle **seconded** the motion to amend the schedule. The amended schedule **passed**, 10 – 0.

15. Ms. Quinn appointed Mr. Nelson to continue as Finance Officer for 2011-2012.

16. Ms. Quinn confirmed that she will continue to serve as a Foundation Director. A second Board member will not be named to the Foundation at this time but the matter may be revisited at a later date.

17. Ms. Quinn confirmed that Mr. Nelson will continue to serve as the Board representative on the ESLS Board.

18. Ms. Quinn appointed the following Committee Chairs and members as set forth in the Bylaws:

Finance: Mr. Nelson, chair; Mrs. Johnson, Mr. Morgan, Ms. Quinn, Ald. Sampson and Mr. Zylman.

Personnel: Ms. Montemayor, chair; Mr. Nelson, Ms. Quinn, Mrs. Segalle, Ms. Wortche and Mr. Zylman.

Mr. Zylman recommended that the Personnel Committee be renamed to Human Resources Committee.

Information Technology: Mr. Stauber Soik, chair; Ms. Montemayor, Mr. Morgan and Ald. Sampson.

19. Ms. Quinn appointed an ad hoc Building Committee. Its charge is to review the policy regarding food and beverages in designated areas in the library. The members are:

Ms. Wortche, chair; Mr. Stauber Soik, Ms. Montemayor and Ms. Quinn.

20. Ms. Quinn stated that Ald. Hammond, chair of the Common Council Finance Committee (CCFC), has proposed that a joint meeting with the Board should take place in June or July.

21. Mr. Morgan **moved** to adjourn. Ms. Wortche **seconded** the motion. The motion **passed**, 10 – 0. Ms. Quinn adjourned the meeting at 5:02 p.m.