

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
May 27, 2010

The meeting of the Mead Public Library Board of Trustees was held on Thursday, May 27, 2010 in the Josephine A. Rocca Meeting Room. Present Board Members: Ald. Montemayor, presiding; Mrs. Johnson, Mr. Nelson, Ms. Quinn, Mrs. Segalle, Mr. Stauber Soik, Mr. Wackowski, Ms. Wortche, and Mr. Zelpe. Absent Board Members: Mrs. Quicker. Staff Members Present: Ms. Winkle and Mr. Zehfus.

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

2. Ald. Montemayor led the Board in the Pledge of Allegiance.

3. Ald. Montemayor introduced and read the resolutions in honor of outgoing Library Board officers Bernard Markevitch and Thomas Peneski. Ms. Quinn **moved** to approve the resolutions for signature by the Board President to be elected later in this meeting. **Seconded** by Mr. Nelson. The motion **passed**.

4. There was no public comment.

5. Mr. Wackowski **moved** to approve the minutes of the Board meeting of April 22, 2010. **Seconded** by Mr. Nelson. The motion **passed**. Abstaining: Mrs. Johnson, Mrs. Segalle, and Mr. Zelpe.

6. Ald. Montemayor confirmed the Mayoral appointments to the Library Board for terms starting 5/1/2010 and expiring 4/30/2013 of Dolcye Johnson, Marge Segalle, Chad Stauber Soik and Martha Wortche.

Ms. Winkle announced that the community reading program for the book Out of Africa is underway. The program is being held in conjunction with the John Michael Kohler Arts Center (JMKAC) exhibition of the works of Kamante Gatura. The JMKAC is hosting a screening of the film Out of Africa this evening. The copies of the book available at Mead Public Library (MPL) on the display table here are very popular – often all are checked out.

7. Financial Report:

- a. Ald. Montemayor stated that she had reviewed the invoices just prior to this meeting and **moved** that the Board approve their payment. **Seconded** by Mr. Nelson. The motion **passed**.

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

May 27, 2010

- b. Mr. Zehfus introduced the May 2010 budget status reports.
- c. There were no Line Item transfers.
- d. Mr. Zehfus distributed a report of gifts received, a Donation Investment spreadsheet and an 850 expenditure report. Gifts received: Laura Dumovich \$13.43 in memory and honor of her past and present four legged friends for purchase of book "Before You Were Mine"; Richard R. & Mary Louise Lewis \$50.00, Jan's son Brett's EPA Colleagues via Lynn & Chris Desautels \$140.00, Elizabeth Doelker Behnke \$25.00, John S. and Gail P. McBride \$100.00, Hugh A. Ross and Maeve A. Quinn \$40.00, Thomas C. and Patricia J. Dinolfo \$50.00 in memory of Jan Van Akkeren for fiction LPB's; Mead Public Library staff \$40.00 in memory of Shirley Hickman for books on horse racing and/or fishing; \$4,015.00 in memory of Charles Carroll via Mrs. Charles Carroll from Mr. George Carroll, Mr. & Mrs. Daniel Carroll, Mr. Dwight Miller, Mr. James Jacquart, Mr. & Mrs. John Rusch, Mr. & Mrs. Fred Beeck, Mr. & Mrs. Scott Thulien, Mrs. Mary Jane Schroeter, Mrs. Mary Weekes, Ms. Cindy McHenry, Mrs. Maribeth Burtard for Teen Center fiction; Sue & Tom Van De Kreeke \$25.00 in memory of Curt Alan Leonhardt for nonfiction 'fix-it' books; Mead Public Library Foundation \$2,072.02 for stacking chairs in Maas Teen Center; Mead Public Library Foundation \$309.02 towards expenses for 2010 Annual WAPL Conference reception; Friends of Mead Public Library \$309.02 towards expenses for 2010 Annual WAPL Conference reception.

8. Ald. Montemayor called for nominations from the floor for the office of President of the Board for the 2010 - 2011 term of office. Mrs. Segalle **nominated** Mr. Wackowski. **Seconded** by Mrs. Johnson. Mr. Nelson nominated Ms. Quinn. **Seconded** by Ald. Montemayor. Mr. Nelson **moved** for the election to take place via closed ballot. **Seconded** by Mrs. Segalle. The motion **passed**. Ms. Quinn and Mr. Wackowski each made brief comments to the Board about their qualifications and interests in serving as President. Ballots were distributed, gathered and tallied by Ms. Winkle and Mr. Zehfus and the results reported to Ald. Montemayor. Ald. Montemayor announced that Ms. Quinn was elected President.

Ald. Montemayor called for nominations from the floor for the office of Vice President of the Board for the 2010 - 2011 term of office. Mrs. Segalle **nominated** Mr. Wackowski, who **declined** the nomination. Ms. Quinn **nominated** Ald. Montemayor. **Seconded** by Ms. Wortche. There being no other nominations, Mr. Nelson **moved** to close the nominations and unanimously approve Ald. Montemayor's election as Vice President. **Seconded** by Ms. Quinn. The motion **passed** unanimously.

- 9. Ms. Quinn and Ald. Montemayor both made brief remarks to the Board. Ms. Quinn conducted the remainder of the meeting.

10. Ms. Quinn introduced adoption of the schedule of Board meetings for 2010 - 2011. Mr. Nelson **moved** to adopt the schedule as printed, with the alternate dates for the November and December meetings. **Seconded** by Mrs. Johnson. The motion **passed**. Ms. Quinn stated that the starting time for the monthly Board meetings would be on the next agenda for review and possible action.

11. Ms. Quinn appointed Mr. Nelson as the Finance Officer for 2010 - 2011.

12. Ms. Quinn stated that she would continue to serve as a Library Board representative on the Mead Public Library Foundation Board of Directors. She announced that former Library Board President Bernard Markevitch intends to continue his service on the Foundation Board, albeit no longer as a representative from the Library Board.

13. Ms. Quinn confirmed that Mr. Nelson would continue to serve on the Eastern Shores Library System (ESLS) Board.

14. Ms. Quinn appointed the following Standing Committee Chairs and members:

Finance: Mr. Nelson, Chairperson; Mrs. Johnson, Ald. Montemayor and Ms. Quinn.

Information Technology: Mr. Wackowski, Chairperson; Mr. Nelson, Mrs. Quicker, Mrs. Segalle and Mr. Stauber Soik.

Personnel: Ald. Montemayor, Chairperson; Mrs. Quicker, Ms. Wortche and Mr. Zelpe.

15. Ms. Quinn introduced review and possible action on adopting ad hoc Committee charges:

Charge to the ad hoc Building Committee:

Review the Board-designated public service areas in the library building where the consumption of food and beverages is allowed and consider recommending additional designated areas to the Library Board for adoption.

Charge to the ad hoc Strategic Directions Review Committee:

Review the "Strategic Directions 2007 - 2010" adopted by the Library Board and recommend strategic directions for the time period 2011 - 2015 for review and adoption by the Library Board.

Ald. Montemayor **moved** to adopt the charges. **Seconded** by Mr. Nelson. The motion **passed**.

16. Ms. Quinn appointed the following ad hoc Committee Chairs and members:

Building Committee: Ms. Wortche, Chairperson; Mr. Stauber Soik, Mr. Zelpe.

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

May 27, 2010

Strategic Directions Review Committee: Ms. Quinn, Chairperson; Ald. Montemayor, Mr. Nelson and Mr. Wackowski.

17. Ms. Quinn confirmed the joint meeting with the Common Council Finance Committee on June 24th at 5:00 p.m.

18. Director's Report:

a. 1. Ms. Winkle reported that the Common Council Finance Committee (CCFC) met on May 24th and discussed a budget resolution but has not yet approved one for recommendation to Common Council. She distributed copies of the 2011 Budget Development Calendar. 2011 Departmental expenditure requests are due to the City on July 30th so the MPL budget will have to be ready for approval at the July 22 meeting of the Library Board.

2. The Special Budget Sub-Committee Library Team has been appointed with Aldermen Jeremy Dekker and Marilyn Montemayor as its members. The team met on May 12th with Ms. Winkle and Mr. Zehfus. The team requested the administration of the Library prepare a report addressing how MPL would respond to a \$200,000 funding reduction in the 2011 Budget. Ms. Winkle distributed the library administration's draft report of 5/26/2010 noting that it does not reflect Board policy or action. This draft was shared with library staff at a special General Staff meeting on 5/25. Discussion followed.

Ald. Montemayor **moved** that the Library Board Finance Committee (LBFC) review the draft before its release to the Special Budget Sub-Committee. **Seconded** by Mr. Nelson. The motion **passed**. Ms. Quinn **moved** to charge the LBFC to review, revise and release the draft to the Library Team of the Special Budget Committee with the clear stipulation that the Board has not had the time to fully review the document. **Seconded** by Ald. Montemayor. The motion **passed**. By **consensus** the Board wants copies of the document distributed to its members when it is released to the Special Budget Sub-Committee.

b. 1. Ms. Winkle reported on the adoption of the county library plans. Ozaukee County will reimburse at a 70% and 85% rate for services as it has in recent years. Sheboygan County is currently reimbursing at 90% of the unit cost. The County Library Service Plan includes a goal for reimbursements to increase to 100%, but not during the next five years due to the difficult economic conditions. Sheboygan County will likely review the Plan for adoption at its July meeting. Its Executive Committee adopted an amendment calling for Sheboygan County payments to libraries in Ozaukee County to parallel the Ozaukee County reimbursement method (70%/85%). Ms. Winkle distributed the 2011 County Library service appropriation requests prepared by ESLS. Discussion followed.

2. Ms. Winkle reported that Mike Cross of the Department of Library Technology and Community Learning counseled that e-books that are checked out for use by individual users come under the “same service” requirement of system membership. David Weinhold has applied this to e-reader units, e.g. Kindles and has asked ESLS member libraries to circulate Kindles in accordance with the requirement. The Board discussed its current direction regarding circulating Kindles. Mr. Nelson **moved** to revise MPL Board direction to conform to state statutes whereby Mead Public Library will check out Kindle readers to all residents of Eastern Shores Library System (ESLS) on the same basis that it circulates them to Sheboygan residents. **Seconded** by Ms. Quinn. The motion **passed**. Kindle readers are not available for request in EasiCat or for transport via the ESLS van delivery service.

Mr. Zelp departed at this point in the meeting.

- c. Ms. Winkle reported that several members of one family had been excluded from MPL for two weeks due to inappropriate behavior. Ms. Winkle then described a library customer with a severe personal hygiene problem that results in a strong, unpleasant odor for a radius of up to 30' surrounding him. This extreme condition interferes with other customers' ability to use the library as well as with the ability of staff members to provide library services in the vicinity of the affected customer. This individual has returned to the Library at least one time following Ms. Winkle's oral instructions that he address the hygiene concern underlying the odor. During one of her conversations with him about the Code of Conduct violation, he was vaguely threatening. This person also has a pattern of dealing with matters via litigation. Ms. Winkle asked the Board if it wanted her to continue with the process of enforcing the Code of Conduct. The Board discussed the matter. Ms. Quinn summed up the Board's **consensus** by stating that this customer needs to conform with the Code of Conduct as other library users do, interactions with him should be carefully documented, and the City Attorney should review any warning or exclusion letter addressed to the customer prior to its being mailed.
- d. Ms. Winkle reported that MPL has had some trouble with one of the book return doors. Maintenance staff is looking into repairs.

The Harbor Center Bike Race is scheduled for June 22nd. Once again MPL will be inside the racetrack. This will cause some problems with access to the building by the public and there was a marked drop in circulations and visits on race day last year. The library will close before the main race events that evening. MPL will show biking films that day in support of race day events.

The July 3rd Independence Day parade will complicate access to MPL by the public during the morning. Access to the exterior materials returns and to the public lot west of the building should not be disrupted. However, the parking lot will likely be filled by people attending the parade.

- e. The Wisconsin Association of Public Libraries thanked MPL, the MPL Friends and the MPL Foundation for hosting the Conference reception.

19. Liaison Reports:

- a. Mr. Nelson reported that ESLS invited area Trustees to attend its training session last Monday. In addition to Mr. Nelson, Mrs. Johnson, Mr. Wackowski and Ms. Wortche attended.
- b. The Foundation Board is working to increase the size of the Renaissance Society. Next month it will receive the annual report from the investment manager for the Maas Fund.
- c. There was no Friends of MPL report.

20. Mrs. Johnson **moved** to adjourn. **Seconded** by Mr. Nelson. The motion **passed**. Ms. Quinn adjourned the meeting at 5:58 p.m.

Sharon Winkle, Secretary