

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
July 22, 2010

The meeting of the Mead Public Library Board of Trustees was held on Thursday, July 22, 2010 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, Mr. Wackowski, Ms. Wortche, and Mr. Zelpe. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:31 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. Mr. Wackowski **moved** to amend the minutes of the Board meeting of June 24, 2010 to add in section 7 – B that Mr. Wackowski asked a question regarding the 2010 salaries for Mead Public Library employees as reported in the recent Sheboygan Press article on public employee salaries. **Seconded** by Mrs. Johnson. The motion **passed**. Ald. Montemayor **moved** to approve the minutes as amended. **Seconded** by Mrs. Quicker. The motion **passed**.
5. Ms. Winkle informed the Board that a Library Assistant in Adult Services has resigned. A vacant position review is underway in accordance with Board Policy.
6. Mead Public Library Board Committees:
 - a. Ms. Quinn stated the Strategic Directions Review Committee will meet on Monday August 2nd. It is time to address Mead Public Library's strategic directions for the next five years.
 - b. Ms. Quinn stated the Information Technology Committee will review and evaluate radio frequency identification (RFID) and automated materials handling (AMH) for possible implementation at Mead Public Library (MPL).
7. Financial Report:
 - a. Mr. Nelson stated that he has reviewed the invoices, payroll report, and other associated documents. Mr. Nelson **moved** that the Board approve payment of current obligations and recurring expenses. **Seconded** by Mrs. Quicker. The motion **passed**.

- b. Mr. Zehfus introduced the July 2010 budget status reports.
- c. There were no Line Item transfers.
- d. Mr. Zehfus distributed a Donation Investment spreadsheet and an 850 expenditure report. There were no gifts to report.

8. Committee Reports:

- a. Mr. Nelson reported on the Library Board Finance Committee (LBFC) joint meeting with the Personnel Committee on July 14th.
- b. Ald. Montemayor reported that at the joint meeting, the Personnel Committee had recommended that the Board approve offering an early retirement incentive(s) at its meeting of July 22.

9. 2011 Budget Development:

- a. Ms. Winkle said that some dates have changed in the budget development time line. Revenue estimates must be turned in on July 30th and budget expenditures turned in on August 9th.
- b. Ms. Winkle distributed a Zero Based Budget (ZBB) methodology document for 2011 budget development. The Library Board needs to submit three budget decision packages for 2011 as outlined in the handout.
- c. Ms. Winkle stated that the MPL time line for Table of Organization (TO) review/revision and implementation in the Agenda packet has been distributed to staff. Adult Services is the focus of the reorganization. The Executive Review with the Mayor will take place on August 25th. It is hoped the Mayor will tell us what level of funding to expect in the Executive Budget during that meeting. Once we have that information the Board will be presented with a revised TO for review and approval. The Executive Budget may not be the one finally approved by the Council. Discussion followed.
- d. Mr. Zehfus began a presentation for review and possible action on a retirement incentive program for implementation effective no later than 12/31/10, including authorization to use outside legal counsel for program review and related contract development. The matter was discussed at length. Mr. Nelson **moved** that the Board agree to further explore a retirement incentive program; referring the matter to the Finance Committee to examine and make a recommendation to the Board. **Seconded** by Ald. Montemayor. The motion **passed** on a roll call vote. The count was eight ayes (Nelson, Stauber Soik, Wortche, Quicker, Quinn, Montemayor, Wackowski, Segalle); voting nay: Mrs. Johnson; abstaining: Mr. Zelpe.

- e. Ms. Winkle began discussion and possible action on general salary and other increases for MPL staff members in 2011. In recent years, the Board has used furloughs and delayed general salary increases to reduce expenditures while retaining as much service capacity as possible. Discussion of the Board's pay policy with its linkage to City Salary Schedule A followed. Ms. Quinn stated the matter could be included on the agenda for the Personnel Committee at its next meeting.
 - f. Mr. Zehfus began a presentation for review and possible action on the three ZBB decision packages developed at the request of the Finance Department. Mr. Zehfus presented the details of the three budgets. The Base budget with a \$200,000.00 reduction, the Maintenance of Effort (MoE) Budget that is slightly higher than this year's and an Enhanced budget with a moderate increase in funding for MPL. The Board discussed budgetary matters at length. By **consensus** the Board determined the staff should prepare additional versions of budget decision packages number 1 and two. Both should fund unemployment compensation from reserves and use furloughs along with delayed general salary increases as operating expenditure reduction techniques.
10. Tabled to the next regular meeting by Ms. Quinn.
 11. Tabled to the next regular meeting by Ms. Quinn.
 12. Liaison Reports:
 - a. Mr. Nelson held the report for the next meeting.
 - b. Ms. Quinn held the report for the next meeting.
 - c. Mrs. Quicker reported that the Friends realized \$2,500 in sales at its recent Giant Book Sale.
 13. Ms. Quinn reminded the Board of the Special Meeting on July 29th at 3:30 p.m.
 14. Mr. Wackowski **moved** to adjourn. **Seconded** by Mrs. Segalle. The motion **passed**. Ms. Quinn adjourned the meeting at 6:08 p.m.

Sharon Winkle, Secretary