

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
September 23, 2010

The meeting of the Mead Public Library Board of Trustees was held on Thursday, September 23, 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 3:30 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 August 26th, 2010. **Seconded** by Mrs. Quicker. The motion **passed**, 7 ayes, 0 nays, and 3 abstentions. Mr. Nelson, Ms. Quinn and Mrs. Segalle abstaining as they had not attended the meeting.
5. Ms. Quinn reported that the Common Council Finance Committee (CCFC) was disappointed that it couldn't attend today's meeting. Their chairman didn't think they could gather a quorum. Ms. Quinn will extend an invitation to the CCFC to attend a joint meeting at the October 28th Board meeting.
6. Financial Report:
 - a. Mr. Nelson stated that he had reviewed current invoices and recurring expenditures and **moved** that the Board approve payment. **Seconded** by Ald. Montemayor. The motion **passed**, 10 – 0.
 - b. Mr. Zehfus introduced the September 2010 budget status reports.
 - c. Mr. Zehfus introduced the Line Item Transfers and Re-Appropriation. Mr. Wackowski **moved** to approve them. Mr. Nelson **seconded** the motion. The motion **passed**, 10 – 0.
 - d. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and read the report of gifts received. Gifts received: East Sheboygan County Chapter of Thrivent Financial for Lutherans \$400 for Read-to-Me Program and \$99 for CARE (Cuddle and Read Everyday) Program; Samuel Zelpe and Judith

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Stockinger \$100 in memory of Mary Lou Friedley for purchase of films on DVD; Acuity Charitable Fund \$7,000 via Mead Public Library Foundation for 2010 Cool Picks Program.

7. Ms. Quinn tabled the matter until the January Board meeting.

8. Committee Reports:

a. Strategic Directions Review Committee:

1. & 2. Ms. Quinn reported on this week's meeting of the Strategic Directions Review Committee. It reviewed and recommended approval by the Board of the draft Strategic Directions for 2011 – 2015. Ms. Quinn **moved** the Board accept the Strategic Directions for 2011 – 2015 as conveyed with the agenda for this meeting. **Seconded** by Ald. Montemayor. The motion **passed**, 9 – 0 – 1. Mr. Wackowski abstaining.

b. Finance Committee:

1. & 2. Mr. Nelson reported the Finance Committee meeting of September 16th. The Committee recommended the Board approve the 2011 Agreement between Mead Public Library as the Resource Library and Eastern Shores Library System (ESLS). Ald. Montemayor **moved** to approve the Resource Library Agreement. **Seconded** by Mrs. Johnson. Discussion followed. Mr. Wackowski **moved** to amend the motion, approving the Agreement contingent upon it being reviewed and approved by the City Attorney. **Seconded** by Mrs. Johnson. The amendment to the motion **passed**, 10 – 0. Discussion continued. The **original motion as amended** was voted on and **passed**, 9 – 1. Voting no – Mrs. Segalle.

3. Mr. Nelson reported that the Committee had reviewed the revised project scope for the contract with Fredericksen Engineering concerned with the library building's HVAC system and recommended the Board approve it. Mr. Nelson **moved** the Board approve the revised project scope with Fredericksen. **Seconded** by Ms. Quinn. Discussion followed. The motion **passed**, 8 – 2. Nays – Mrs. Segalle, Mr. Wackowski.

4. Mr. Nelson introduced review and possible action on the Mead Public Library Building Masonry Management project, including request for and review of project bids. Mr. Zehfus introduced copies of the bid document and photos of some of the masonry problems. Mr. Wackowski **moved** to approve going ahead with the project. **Seconded** by Mrs. Johnson. Discussion of the timing of the work followed. Ald. Montemayor **moved** to amend the motion, authorizing the Library Board Finance Committee to proceed with examining the bids and approving one at a cost not to exceed

\$16,000.00. **Seconded** by Mr. Stauber Soik. **Passed**, 10 – 0. The **original motion as amended** was voted on and **passed**, 10 – 0.

9. Director's Report:

a. 2011 Budget Development:

1. Ms. Winkle reported on the Executive Budget Review meeting of September 16th with Mayor Ryan, Finance Director Amodeo and Deputy Finance Director Buss. The meeting had concentrated on the Basic Funding Level budget which is a \$200,000.00 reduction. In addition, Mr. Amodeo has asked the library staff to study the negative impacts of a budget reduced by \$300,000.00. Ms. Winkle introduced a Capital Project spreadsheet outlining the costs of using City Capital Improvements funds to pay for a project that would increase Mead Public Library (MPL) staffing efficiencies as a possible way to reach Maintenance of Effort (MOE). The project would involve setting up a bar-code reading Automated Materials Handling system. Ms. Winkle told the Library Board that a \$200,000.00 reduction fails to meet MOE requirements in 2011 and needs a significant increase in 2012 to achieve MOE in that year. Mr. Zehfus outlined the assumptions used to meet a budget reduction of \$300,000.00. Discussion followed.
 2. Ms. Winkle introduced for review and possible action authorization for the Library Director to call for staff members interested in voluntary layoff. This would allow a staff member to choose to be laid off and could limit the need for other staff members to be laid off involuntarily. Ald. Montemayor **moved** that the Board approve the Director calling for interest in voluntary layoffs. **Seconded** by Ms. Wortche. Mr. Wackowski spoke to his opposition to the motion and stated that he was leaving the meeting in protest. Mrs. Segalle also departed at this time, stating the same reason. Discussion followed. The motion **passed**, 7 – 1. Voting no – Mrs. Johnson.
 3. Ms. Winkle reported that the Sheboygan County Finance Committee had approved the 2011 countywide library service budget at the requested level. The library service budget now moves forward in the Sheboygan County budget process.
- b. Ms. Winkle introduced review and action on the request that the Children's Book Festival programs extend past library closing times on October 15 – 17, that the Mead Reading Room be approved for use as a presenter preparation area all day on October 16 – 17, and that the Quiet Study Room be approved for use all day on November 13 by the Friends of Mead Public Library for set up of the Dinner with Friends fund raising event that evening. Mrs. Johnson **moved** to approve. **Seconded** by Mrs. Quicker. **Passed**, 8 – 0.

- c. Ms. Winkle reported on the January – June 2010 Circulation, Service, Collection Statistics. Checkout increased during the period by 2.2% above last year's 10% increase. Ms. Winkle noted that the recent July statistics showed a decrease against the trends but that August showed a remarkable 12.3% increase over the prior year.
- d. Ms. Winkle summarized the 2010 Summer Reading Program reports. Ms. Quinn noted the reports were easy to read and demonstrated the wonderful programming available at MPL. Ms. Winkle pointed out the good work done by Programming Specialist Matthew Beinemann in his first year with the Acuity Cool Picks Summer Reading program, particularly in boosting attendance at the Acuity onsite event.
- e. Ms. Quinn introduced for review and possible action recognition of the Friends of MPL during National Friends of Libraries Week, October 17 – 23. Ms. Winkle stated that last year the Library offered a brunch for the Directors and Officers of the Friends along with a congratulatory letter from the Library Board President. Between April 15, 2005 and April 15, 2010 the Friends donated \$64,692.00 to MPL. Ms. Quinn **moved** to approve a special recognition brunch for the Friends Board. **Seconded** by Ald. Montemayor. The motion **passed**, 8 – 0.

10. Liaison Reports:

- a. Mr. Nelson stated the ESLS Board meeting is next Monday. He noted that the ESLS Board has already approved the Resource Library contract with MPL.
- b. Ms. Quinn stated that the Foundation's investment advisor felt the economy was finally on a rebound and that interest will start accruing again. The Renaissance Society will hold its gathering in December and they are looking for new ways to increase their membership.
- c. Mrs. Quicker reported that the Friends are working on a membership brochure. They have approved donating \$5,000.00 towards MPL programming next year. They will host a reception for the Children's Authors on October 15th as part of the Children's Book Festival. The Dinner with Friends event will be on November 13th.

11. Mrs. Quicker **moved** to adjourn. **Seconded** by Ms. Quinn. The motion **passed**, 8 – 0. Ms. Quinn adjourned the meeting at 5:30 p.m.

Sharon Winkle, Secretary