

**Minutes (Draft)**  
**Mead Public Library**  
**Board of Trustees**  
**October 17, 2013**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, October 17, 2013 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Ms. Campe, Mrs. Johnson, Mrs. Norman, Mr. Sampson, Mrs. Segalle, Ms. Wortche, and Mr. Zylman. Unable to attend: Ald. Carlson. Staff members present: Mr. Erickson, Ms. Mueller, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:45 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There were no public comments at the meeting.
4. Norman **moved** to approve the minutes of September 26, 2013; Segalle **seconded** the motion. The motion **passed**.
5. **Correspondence, Announcements, and Common Council Referrals**  
None to report.
6. **Committee Reports**
  - A. **Finance Committee – Zylman**
    1. **Report of 10-17 meeting**

Zylman reviewed the Finance Committee’s performance metrics in the human resources area as a solid performance with the current budget 2.19% under budget.

He indicated modifying reporting in our MUNIS system for 2014 will be discussed at a future Finance Committee meeting.
  - B. **Financial Reports**
    1. **Review and approve payment of current expenditures, including payroll and recurring expenditures**

Zylman **moved** to accept payment of current expenditures, including payroll and recurring expenditures; Johnson **seconded** the motion. The motion **passed**.
    2. **Receive monthly 2013 budget status report to date**

Zehfus reviewed on a handout the monthly 2013 budget status report.
    3. **Approve line-item transfers, budget amendments**

After discussion regarding funding of \$7,310 for laptop purchase and \$5,640 for wifi hardware Zylman **moved** and Sampson **seconded** transferring from the automated reserve fund \$12,950 to the Information Technology Operations account. The motion **carried**.

#### **4. Report of gifts received**

Zehfus reviewed from a handout the report of donations received at the library.

#### **C. Human Resources Committee (HR) – Nelson**

##### **1. Report of meeting on 10-10**

Nelson reported that Human Resources Committee members reviewed the library's vacation payout policy and also reviewed MPL's Policies and Bylaws documents. At the meeting Zehfus compared city and library policies, and he referenced an agreement that the library has with the City regarding vacation payout policy.

Nelson said this subject is tabled for a future Human Resources agenda.

The Table of Organization changes was deferred as item #8 on the agenda.

Nelson announced the next Human Resources Committee meeting is scheduled for Thursday, November 14, 1:30 p.m., Board Room.

#### **7. Director's Report – Erickson**

##### **A. Programming updates including Children's Book Festival**

Erickson reviewed reports submitted by Karin Menzer, manager of Children's Services, regarding our Summer Library Program and Cuddle and Read program.

He distributed a blog by author Amy Timberlake of Chicago who was a presenter at the Children's Book Festival with positive comments about MPL, our role to plan the event, and the city of Sheboygan.

##### **B. Technology updates**

Erickson announced that the library's website has been updated giving the software the ability to make changes to our format. Developing mobile access to MPL's website is a goal in the near future.

##### **C. "PIT Crew" process improvement team**

Erickson reviewed the Performance Improvement Team (PIT) role on a handout that he distributed at the meeting. Members of the team from Circulation Services completed a report of statistics of internal and external returns of books/items. The main goals of the team is to look at processes and implement positive changes, and free staff to provide more customer services at MPL.

##### **D. Harbor Centre master plan focus group**

Erickson indicated he was glad to be invited and did attend the October Harbor Centre Business Improvement District (BID) meeting. He shared that the library, Kohler Arts Center, and Weill Center have the most public usage in the downtown BID District.

##### **E. Acuity proctoring**

Erickson distributed correspondence from Sheri Murphy thanking us for our efforts for proctoring 23 potential adjusters to complete licensing requirements at Acuity.

## **8. Discussion and possible action on changes to the table of organization**

Quinn formally announced Mark Zehfus' plans to retire at the end of the year. She complimented Zehfus for his work at the library.

The revised Table of Organization dated 10-10-13 was reviewed, and it reflects the change from Zehfus' deputy director position becoming business specialist.

Sandy Rohrick with the City's Human Resources Department made the suggestion to change the proposed non-exempt status to an exempt classification for the business specialist position.

Board of Trustee members reviewed the newly developed business specialist position description.

From the Finance Committee meeting Zylman recommended the following change to the position description: Under Knowledge and Abilities switch the fourth point "Ability to understand financial, information technology and space resources" to the number one position.

A **motion was made** by Nelson to establish the business specialist position at MPL with the two changes noted. Segalle **seconded** the motion. The motion **passed**.

As a recommendation from the Human Resources Committee to the full Board Nelson **moved** to accept the interim Table of Organization dated 10-10-13. Segalle **seconded** the motion. The motion **passed**.

Erickson noted that the job posting will be handled through the City's Human Resources Department.

## **9. Liaison Reports**

### **A. Eastern Shores Library System – Nelson**

Nelson distributed a report titled, "Creating More Effective Library Systems" for review.

Regarding hiring a director for ESLS Nelson said the search was narrowed to four final applicants. He indicated two of the applicants have had interviews; the other two are scheduled for October 30.

### **B. Mead Public Library Foundation – Norman**

Norman reported that members of the Foundation Board will be inviting non-members to the Renaissance Society's Yuletide Gala, Friday, December 13.

She encouraged Board of Trustee members to view the new Renaissance Society membership recognition plaque on the first floor.

Norman said the Foundation Board is planning, end of December, to develop a display in the library regarding Foundation information.

**C. Friends of Mead Public Library – Erickson**

Erickson announced that the “Dinner with Friends” featuring John McGiven as entertainment is a sold-out event.

He indicated that as a fundraising effort the Friends members cater the Foundation’s Yuletide Gala.

Erickson announced that Pat Mueller will work with the Friends Organization as their liaison to the library beginning January 2014.

Information item: September statistics

**10. Adjournment**

Sampson **moved** to adjourn the meeting; Johnson **seconded** the motion. The motion **carried** and the meeting adjourned at 4:45 p.m.