

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
October 28, 2010

The meeting of the Mead Public Library Board of Trustees was held on Thursday, October 28, 2010 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ald. Montemayor, Mr. Nelson, Mrs. Segalle, Mr. Stauber Soik, Mr. Wackowski, Ms. Wortche, and Mr. Zelp. Absent Board Members: Mrs. Quicker. 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. Kathie Norman, 3217 North 6th Street, Sheboygan addressed the Board.
4. Ald. Montemayor **moved** to approve the minutes of September 23rd, 2010. **Seconded** by Mrs. Johnson. Ms. Quinn **moved** to amend item 7 for clarification, to include the wording on the time of day of the monthly meetings of the Library Board. The motion to amend was **seconded** by Mr. Wackowski. The amendment **passed**, 9 - 0. The **original motion** then **passed**, 9 - 0.
5. Ms. Winkle reported no correspondence, announcements or Common Council referrals.
6. Financial Report:
 - a. Mr. Nelson **moved** that the Board approve paying our current and recurring expenditures. **Seconded** by Ald. Montemayor. The motion **passed**, 9 - 0.
 - b. Mr. Zehfus introduced the October 2010 budget status reports.
 - c. Mr. Zehfus introduced the Line Item Transfers and Re-Appropriations. Mr. Wackowski **moved** to approve them. Mrs. Johnson **seconded** the motion. The motion **passed**, 9 - 0.
 - d. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and read the report of gifts received. Gifts received: Mead Public Library Foundation \$1,123.00 for 'Sheboygan Reads' books and \$2,353.83 for stackable chairs for Dr. Jerome M. Maas Teen Learning Center; Eastern Shores Library System \$3,900.00 payment for Gates PC Grant; Friends of Mead Public Library \$210.10 for 2010 Summer Reading Club bus rides.

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

October 28, 2010

7. Ms. Quinn reported that the Common Council Finance Committee cannot attend today's meeting. The Board will invite the Committee to attend its meeting of November 18th. The vote on the City budget is planned for either November 22 or 29. The Council's public hearing on the budget will be on November 15th.

8. Committee Reports:

a. Finance Committee:

1. Mr. Nelson reported on the Library Board Finance Committee meetings of October 13 and 25.
2. Mr. Nelson introduced review and possible action on the \$300,000 expenditure reduction budget recommendation for 2011. Ms. Quinn **moved** to approve the \$300,000 expenditure reduction budget pending final action on adoption of the 2011 budget by the Common Council. **Seconded** by Ald. Montemayor. Mr. Wackowski **moved** to amend the motion by adding that the Library Board will review and act on the 2011 budget again in December. Mr. Zelpe **seconded** the motion. This motion **passed**, 5 - 4. Ayes: Mrs. Johnson, Mrs. Segalle, Mr. Stauber Soik, Mr. Wackowski and Mr. Zelpe. Nays: Ald. Montemayor, Mr. Nelson, Ms. Quinn and Ms. Wortche. During discussion of the amended motion, Mrs. Segalle **moved** the previous question. No second. The vote on the amended motion **failed**, 2 - 6 - 1. Ayes: Ald. Montemayor and Mr. Stauber Soik. Nays: Mrs. Johnson, Mr. Nelson, Ms. Quinn, Mrs. Segalle, Ms. Wortche and Mr. Zelpe. Abstaining: Mr. Wackowski. Mr. Nelson **moved** to approve the \$300,000 expenditure reduction budget for 2011 as distributed pending final action by the Common Council. Ald. Montemayor **seconded** the motion. The motion **passed**, 6 - 3. Ayes: Ald. Montemayor, Mr. Nelson, Ms. Quinn, Mr. Stauber Soik, Ms. Wortche and Mr. Zelpe. Nays: Mrs. Johnson, Mrs. Segalle and Mr. Wackowski.
3. Mr. Nelson introduced review and possible action on public service hours schedule recommendation for 2011. He **moved** approval of the revised public service hours as presented in association with item 10-A-4 of this meeting. Ald. Montemayor **seconded** the motion. **Passed**, 9 - 0.
4. Mr. Nelson reported that no capital funds for improved operations projects like the Automated Materials Handling and Radio Frequency Identification proposals submitted by MPL is available for 2011. The Chair of the Capital Improvements Commission suggested that the Library Board submit the proposals for consideration for funding in 2012.
5. Mr. Nelson reported that the Finance Committee, acting on the authority delegated to it by the Library Board, awarded the masonry repair project contract to Jos. Schmitt & Sons following its submission of the lowest bid for the project. The schedule calls for completion of the work by November 19th.

b. Personnel Committee:

1.-2. Ald. Montemayor reported the Personnel Committee meeting of October 13th. Ald. Montemayor **moved** to approve the revised T.O. for 2011 as presented with the agenda for this meeting. **Seconded** by Ms. Wortche. Ms. Winkle noted that the T.O. draft under discussion includes the Deputy Director position as discussed, but not included on the related draft document, at the 10/13 Committee meeting. The motion **passed**, 5 - 3 - 1. Ayes: Ald. Montemayor, Mr. Nelson, Ms. Quinn, Mr. Stauber Soik and Ms. Wortche. Nays: Mrs. Johnson, Mrs. Segalle, Mr. Wackowski. Abstaining: Mr. Zelpe.

c. Mr. Wackowski reported on the Information Technology Committee meeting of October 14th. Mr. Wackowski complimented Dale Gort on his presentation at that meeting.

9. Ms. Quinn introduced discussion regarding how the MPL Board of Trustees can effectively inform the public about the current plan for funding the library in 2011. By consensus, the Board agreed that the President will work with the appropriate Library staff to develop information on the topic for the public.

10. Director's Report:

a. 2011 Budget Development:

1. Ms. Winkle reported that one employee is participating in the Voluntary Layoff program.
2. The capital improvements requests were forwarded to the Capital Improvements Commission. Just prior to their presentation at the Commission meeting, the Public Works Director outlined the requirements for participation in City of Sheboygan capital funding, which exclude all but major infrastructure, e.g. streets and buildings. The Commission took no action on the Library Board proposals.
3. At its meeting of October 25, the Common Council Finance Committee accepted the Library Board expenditure reduction budget for 2011 as reported to the Board and previously submitted to the Finance Department for review and action by Common Council.
4. The public service schedule for 2011 was acted on above.

b. Ms. Winkle reported on the Children's Book Festival (Sheboygan Shindig) held October 15-17. Ms. Winkle distributed booklets from the festival. Nationally- and internationally-known children's authors and illustrators attended as presenters. Mrs. Menzer co-chaired the Festival steering committee. 1,395 people visited the Landwehr Children's Library Center (LCLC) on Saturday and Sunday. 860 attended the Children's Book Festival programs held at MPL with equally high attendance at the two other conference sites – John Michael Kohler Arts Center and Bookworm Gardens.

Page Four ...

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

October 28, 2010

11. Liaison Reports:

- a. Mr. Nelson stated the ESLS Board had not met this month so there was no report.
- b. Ms. Quinn reported that the Foundation is working to recruit more members for the Renaissance Society.
- c. It was reported for Mrs. Quicker that the Friends have a big book sale coming in November. Their Dinner with Friends event will be on November 13th.

12. Mr. Wackowski **moved** to adjourn. **Seconded** by Mrs. Segalle. The motion **passed**, 9 - 0. Ms. Quinn adjourned the meeting at 5:39 p.m.

Sharon Winkle, Secretary