

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
November 18, 2010

The meeting of the Mead Public Library Board of Trustees was held on Thursday, November 18, 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, Ms. Wortche, and Mr. Zelp. Absent Board Members: Mr. Wackowski. 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 October 28th, 2010. **Seconded** by Mr. Nelson. The motion **passed**, 9 – 0.
5. Ms. Winkle reported that the Chair of the Common Council Finance Committee (CCFC) was moving ahead with changing the language of Municipal Code Section 58 to reduce the number of annual invitations the Library Board must make to the CCFC to hold joint meetings. Also, the Common Council adopted Resolution 142-10-11 directing the City Attorney to request a new Attorney General Opinion clarifying Wis. Stats. 43.15 (4) concerning unspent library funds and attainment of the Maintenance of Effort (MoE) funding requirement.
6. Financial Report:
 - a. Mr. Nelson **moved** that the Board approve paying our current expenditures, including payroll and recurring expenditures. **Seconded** by Ald. Montemayor. The motion **passed**, 9 – 0.
 - b. Mr. Zehfus introduced the November 2010 budget status reports.
 - c. There were no Line Item Transfers.
 - d. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and read the report of gifts received. Gifts received: Friends of Mead Public Library \$42 in memory of Tom Neuses, Mary Price \$5 for children's DVD, Kohler Foundation Inc. \$3,000 for adult nonfiction.

7. Ms. Quinn introduced the 2010 Initiatives status report and review and possible action on the proposed 2011 Initiatives. Ms. Winkle reported on the 2010 Initiatives that were completed or pending. The proposed 2011 Initiatives are not as ambitious as other years because of the uncertain economic situation. Discussion of the 2011 Initiatives and the new 5th edition of Wisconsin Public Library Standards followed. Mr. Zelpe recommended that evaluation of the efficacy of volunteer services be added to the Initiatives. Ald. Montemayor **moved** to approve the 2011 Initiatives with the addition of an evaluation of volunteer services. **Seconded** by Mrs. Quicker. The motion **passed**, 9 – 0.

8. Committee Reports:

a. Finance Committee:

1. Mr. Nelson reported on the Library Board Finance Committee meeting of November 10, 2010. City Finance Director Jim Amodeo attended. Mr. Amodeo stated that the \$228,000 to reach the Maintenance of Effort (MoE) funding level for 2010 will be transferred to the Library Fund at the end of the year with other year end transactions.
2. Mr. Nelson began review and possible action on the release of bid advertisements for Phase One of the Mead Public Library (MPL) HVAC improvement project. The Committee had approved moving ahead. Mr. Nelson **moved** the Board approve advertising for bids on the HVAC project. Ald. Montemayor **seconded** the motion. The motion **passed**, 9 – 0.
3. Mr. Nelson started the review and possible action on proposed revisions to City of Sheboygan Municipal Code Section 58 – 36. The revision would revise the number of joint meetings with the CCFC from three to one joint meeting per year. Mr. Nelson **moved** the Board approve the new language to meet jointly at least once a year. Ald. Montemayor **seconded** the motion. Discussion followed. The motion **passed**, 9 – 0.
4. Mr. Nelson began review and possible action on the manner of presenting recurring expenditures for approval at meetings of the MPL Board. The Committee recommended using a recurring expenditure spreadsheet starting in the near future. Mr. Nelson **moved** the Board approve accepting a spreadsheet that records the monthly recurring expenses. **Seconded** by Mrs. Johnson. The motion **passed**, 9 – 0.

b. Information Technology Committee:

1. Mrs. Segalle reported on the Information Technology Committee meeting of November 4th, 2010. Dale Gort and Diane Kallas had given a very informative and easy to understand presentation about EasiCat and Polaris to the Committee.
2. The next meeting will be held when the date can be co-ordinated with the committee's Chair.

UNAPPROVED MINUTES OF THE BOARD OF TRUSTEES MEETING

November 18, 2010

9. Director's Report:

a. 2011 Budget Development:

1. Ms. Winkle reported that at the CCFC meeting of November 8th, she had presented information about the \$300,000.00 reduction budget to the Committee for its information.
2. Ms. Winkle stated that many of the Board members attended the November 15th public input session on the City's annual budget at City Hall. 16 or 17 citizens made comments to the Council supporting MPL. There was a Committee of the Whole meeting last night to review the city budget. On November 22nd the Council will meet in a combined public input and working session for the city budget. The Council's final vote on the budget will be November 24th. The Board discussed MoE and the budget situation.

10. Liaison Reports:

- a. Mr. Nelson stated the Eastern Shores Library System (ESLS) Board had not met so there was no report. Final approval of the resource library agreement between MPL and ESLS will be made at the next meeting.
- b. Ms. Quinn reported that the Renaissance Society will hold its Yuletide Gala on December 10. Membership in the Society is obtained through a contribution of \$500.00 to the Foundation's Endowment Fund, which can be spread over a five year period.
- c. Mrs. Quicker reported that the Friends met to determine their budget for next year. Membership dues will be raised to \$15.00 from \$10.00. 58 people attended the Dinner with Friends. This was so many people that in the future they think they will have to change the venue to accommodate everyone. Their big Fall book sale begins tomorrow in the Rocca Meeting Room.

11. Mrs. Johnson **moved** to adjourn. Ald. Montemayor **seconded** the motion. The motion **passed**, 9 – 0. Ms. Quinn adjourned the meeting at 4:47 p.m. and reminded Board members to bring treats for the December 16 meeting if they wish.

Sharon Winkle, Secretary