

**Minutes (Draft)**  
**Mead Public Library**  
**Board of Trustees**  
**December 20, 2012**

The meeting of the Mead Public Library Board of Trustees was held on Thursday, December 20, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Mr. Stauber Soik, Ald. Carlson, Mrs. Johnson, Ms. Wortche, Mrs. Norman, and Mr. Zylman. Unable to attend were Mrs. Segalle and Mr. Sampson. Staff members present: Ms. Mueller, Ms. Winkle, 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 was no public comment.
4. Norman **moved** to approve the minutes of November 15 and December 13; Johnson **seconded** the motion. The motion **carried**.

**5. Correspondence, Announcements, and Common Council Referrals**

Quinn announced that former library Director Dick Kunert passed away. A copy of his obituary was distributed for review as well as a sympathy card to sign for the Kunert family.

Quinn distributed copies of the approved Mead Public Library Initiatives for 2013.

Winkle distributed this year's version of the Mead Christmas card.

**6. Committee Reports**

**A. Finance Committee**

1. Zylman gave a report on the December 20 Finance Committee meeting; he said an agenda priority was the financial aspect of hiring a Director.

The Committee reviewed and supports the Library Board Human Resources Committee recommendations regarding compensation for the interim positions for Mead Public Library staff during the search for a new Director.

2. The 2014 budget timeline was deferred to the January Finance Committee meeting.

**B. Financial Reports**

1. Zehfus reviewed our expenditures report. A **motion** to approve payment of current expenditures, including payroll and recurring expenditures was made by Nelson; Carlson **seconded**. The motion **passed**.

2. Zehfus reviewed, including a handout, the 2012 monthly financial report.
3. There were no line-item transfers or budget amendments for approval.
4. Zehfus distributed and reviewed a report of donations to the library.

**C. Human Resources Committee (HR)**

1. Nelson indicated that the HR Committee met on December 18 to discuss the process to hire a new Director. Human Resources Committee members recommended hiring the services of a consulting firm.

Quinn noted her thanks to ESLS Director David Weinhold for producing a report of Director Search Consulting Firms. She further announced the HR Committee's recommendation to obtain more information from three firms: Bradbury & Associates, Kiester & Associates, and Pollack & Associates.

Nelson made a **motion** to hire a consultant to help with the Director search. Carlson **seconded** the motion. The motion **passed**.

Nelson said the focus at the January meeting of the HR Committee will be a comparison of services and cost analysis of each consulting firm. He noted the next HR Committee meeting is scheduled for Friday, January 4, noon, in the Library Board Room.

**7. Board of Trustees 2013 Meeting Schedule**

Johnson made a **motion** to accept the 2013 meeting schedule for the Board of Trustees meetings. Carlson **seconded** the motion. The motion **carried**.

Quinn asked members to reserve the second Thursday of each month for possible special meetings related to the Director search.

**8. Director's Report**

- A. Winkle announced that the Sheboygan Police Department has issued a Trespass Warning for 12 months to a library customer who physically threatened a library staff member while on the building grounds.

Winkle announced that a personal security review will be added to the agenda for the *Staff Institute Day* scheduled for the morning of January 21.

- B. Winkle reviewed the Adult Summer Library program report as distributed to Board members. Quinn noted that participation doubled from the previous year.

- C. Winkle reported that the Pantzer Family Trust has communicated its intent to donate \$10,000 to the library.
- D. Winkle announced that per Board policy the mileage reimbursement rate is increasing to 56.5 cents a mile. This is the IRS published rate for 2013.

## 9. Liaison Reports

### A. Eastern Shores Library System (ESLS) – Nelson

Nelson reported that there was no ESLS Board meeting in December. He indicated that David Weinhold continues to gather information for a recommendation to merge or not to merge systems.

### B. Foundation – Quinn and Norman

Quinn said the Renaissance Society's Yuletide Gala was successful with our largest attendance (90) to date. She complimented the three speakers at the event: Bernie Markevitch, Betsy Michael, and Bob Chernow.

### C. Friends – Winkle

The December Friends Board meeting was a social held at a member's home.

As a fundraiser, members of the Friends Organization served food and refreshments at the Yuletide Gala.

- 10. A **motion** was made by Quinn to convene in Closed Session for purposes set forth in Sec. 19.85 (1) (c) to consider the recommendation of the HR Committee and the Finance Committee pertaining to employment, promotion, and compensation of selected employees of the Library Board. **Seconded** by Nelson. The motion **passed**.
- 11. A **roll call vote** was taken. The motion **passed**. All members present voting: yes. Pat Mueller and the audience excused themselves from the meeting.

## 12. Closed Session

- 13. **Quinn moved** to reconvene in Open Session. **Seconded** by Norman. The motion **passed**. All committee members present voting: yes. Mueller and the audience returned for the conclusion of the meeting.

## 14. Review/action on items presented during Closed Session

Quinn **moved** to approve the Board's appointment of Karin Menzer to the position of Interim Library Director effective February 1, 2013, and that her training/new compensation period begin January 2, 2013. Her compensation will be based on the Board policy for promotions and she will return to her position of Youth Services Manager when a new Library Director arrives. Nelson **seconded** the motion. The motion **carried**.

Quinn **moved** approval of the Library Director's appointing a Mead Public Library employee to the position of Interim Youth Services Manager, and report this information in January. The compensation will be based on the Board policy for promotions and the appointee will return to his/her prior position when a new Library Director arrives. Carlson **seconded** the motion. The motion **passed.**

Information item distributed: Semi-annual statistical reports.

#### **15. Adjournment**

Norman **moved** to adjourn the meeting; Johnson **seconded** the motion. The motion **passed.** Quinn adjourned the meeting at 4:42 p.m.