

Minutes (Draft)
Mead Public Library
Board of Trustees
November 15, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, November 15, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Mr. Stauber Soik, Ald. Carlson, Mr. Sampson, Mrs. Johnson, Ms. Wortche, and Mr. Zylman. Unable to attend: Mrs. Segalle and Mrs. Norman. Staff members present: Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:47 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There was no public comment.
4. Zylman **moved** to approve the minutes of 10-25-12; Johnson **seconded** the motion. The motion **carried**.

5. **Correspondence, Announcements, and Common Council Referrals**
Quinn read a thank you note from Penny Brost who was recognized for her employment status of 25 years.

Winkle announced the date for the Jaycee sponsored Holiday Parade as Sunday, November 25, 5 p.m. The event finishes with the lighting of a Christmas tree in front of the library.

Mueller distributed the October library statistics.

6. Committee Reports

A. Finance Committee

1. Zylman reminded Board members that the Common Council meeting on Monday, November 19 will include voting on the 2013 City budget.

Zylman reported the Finance Committee is working on the 2014 budget development timeline draft to meet the April 2013 deadline for a completed budget proposal.

The renovations and electrical upgrades to the Rocca Meeting room are scheduled for the week after Thanksgiving according to Zylman.

Zylman reported that Zehfus followed up on the suggestion from Segalle regarding a Charter bundle as an alternative telephone service. Charter's analysis indicated this change would not reduce the library's cost at this time.

2. Review and possible action on the 2014 budget timeline was held over to the next Finance Committee meeting.

B. Financial Reports

1. A **motion** to approve payment of current expenditures was made by Zylman; Sampson **seconded** the motion. The motion **carried**.
2. Zehfus reviewed, including a handout, the 2012 budget status report.
3. Zylman **moved** and Carlson **seconded** a motion to transfer \$4,000 from our Future Capital Fund to Building Services Fund to purchase, from Emmons Business Interiors, ten replacement chairs for library staff. The motion **carried**.
4. Because it was a brief report Zehfus verbally reviewed the most recent donations to the library.

7. Director's Report

- A. Kim Dalhaimer prepared a grant request and received \$2,000 from the Kohler Foundation to help fund our digitization of local history.
- B. A **motion** to allow the library to be closed for a half day on Monday, January 21, 2013 was made by Nelson; Johnson **seconded** the motion. The purpose of closing is to schedule a "Staff Institute Day" for follow up customer-service training. The motion **carried**.
- C. Winkle completed the Wisconsin Public Library Standards report, and she reviewed the contents for Board members. She answered questions regarding the deacquisition of books/items indicating we use Continuous—Review—Evaluate---Weeding (CREW) best practices guidelines.
- D. Winkle reviewed the 2012 Mead Public Library Initiatives status:
All have been accomplished with the exception of the following two initiatives:
The implementation of the Polaris federated search module following the upgrade to Polaris 4.1 is dependent on action from Eastern Shores Library System.

Finance Committee members by consensus recommended the initiative to purchase automated check-in equipment (\$250,000.00 est.) should not be addressed in 2012, but placed on hold for future consideration.

- E. Zylman **moved**; Johnson **seconded** the motion to approve the draft of 2013 Mead Public Library Initiatives pending Common Council's adoption of the 2013 budget as submitted by the Library Board. The motion **carried**.

- F. Winkle reported on six recent instances of inappropriate, disruptive, or illegal behavior at the library. These incidents included a 60-day exclusion, consultation with the Asst. City Attorney, and the assistance of the Sheboygan Police Department. She discussed the challenges and time commitment experienced by the Mead Public Library staff in order to deal with these stressful situations while maintaining a welcoming, secure environment for all public library visitors.
- G. Winkle reviewed the implications of a U.S. Supreme Court case regarding copyright of the sale of imported textbooks and the doctrine of first sale.

8. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

Nelson reviewed the summation, written by Dave Weinhold, regarding the possible library service system merger. Weinhold is scheduling meetings with ESLS member library directors regarding merger opportunities.

COLAND, a statewide library organization, met at Mead Public Library in November to discuss network development. Also on the agenda was ESLS merger information.

B. Foundation – Quinn

Switching its investment fund management to American Funds has been approved by the Foundation Board according to Winkle.

Quinn reminded Board members of the Renaissance Society's Yuletide Gala scheduled for Friday, December 14 from 6-8 p.m.

C. Friends – Winkle

Winkle announced that in one day the Friends-sponsored "Everything but Books Sale" raised \$1,350.00. The proceeds of the 11/10 Dinner with Friends will be used to purchase book kits for our various Book Discussion groups as well as for check out by the general public.

9. Adjournment

Sampson moved to adjourn the meeting; Johnson seconded the motion. The motion passed. Quinn adjourned the meeting at 5:00 p.m.