

**Minutes (Draft)**  
**Mead Public Library**  
**Board of Trustees**  
**May 23, 2013**

A meeting of the Mead Public Library Board of Trustees was held on Thursday, May 23, 2013 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Ald. Carlson, Mrs. Johnson, Mrs. Norman, Mr. Sampson, Mrs. Segalle, Mr. Stauber Soik, Ms. Wortche, and Mr. Zylman. Staff members present: Ms. Menzer, Ms. Mueller, Ms. Capizzi, Mr. Zehfus, and Mr. Erickson. Chris Campe was present as our guest in the audience.

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. Johnson **moved** to approve the minutes of April 25 and May 2; Segalle **seconded** the motion. The motion **passed**.
5. **Adopt Resolution in honor of the service of Chad Stauber Soik**  
Quinn read the Resolution to honor and thank Stauber Soik.  
Nelson **moved** and Sampson **seconded** the motion to adopt a Resolution in honor of the service of Chad Stauber Soik as a Mead Public Library Trustee. The motion **passed**.  
Stauber Soik gave complimentary remarks about serving on the Board, and said he was looking forward to being a frequent customer at the library.
6. **Update concerning the new library director**  
Quinn welcomed Garrett Erickson who attended the May Board of Trustees meeting.
7. **Correspondence, Announcements, and Common Council Referrals**  
Quinn acknowledged and thanked Karin Menzer for her patience, expertise, and time as interim director.
8. **Committee Reports**
  - A. **Finance Committee – Zylman**
    1. **Report of 5-23 Finance Committee Meeting**  
Zylman presented for review a handout of the second draft of the 2014 budget. He reviewed the suggestions to meet the 3% shortfall of city funds for 2014.

Zylman recommended that a Human Resources Committee meeting be scheduled.

Zylman responded to Norman's question about ideas and plans to avoid future financial cuts from the City. He said this topic would be addressed as a Finance Committee agenda item.

Zylman announced the joint meeting with the Common Council Finance Committee as scheduled for Monday, June 10 at 3 p.m. at City Hall. Menzer was asked to remind Board of Trustee members of the meeting.

**Future agenda Finance Committee Meeting topics according to Zylman include:**

Discussion of \$76,000 in reserve funds for 2014

Training seminars using staff expertise

Collaboration with Sheboygan School District

Strategic Initiative review

2. No action was taken on the recommended revisions to the draft 2014 budget.

**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; Sampson 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 transfer, budget amendments**

There were no line-item transfers or amendments to approve.

4. **Report of gifts received**

Zehfus reviewed, from a handout, donations to the library.

9. **Review and possible action to change the June meeting from June 27 to June 20**

Quinn moved and Zylman seconded the motion to change the June meeting to Thursday, June 20. The motion passed.

10. **Approve a reception for the new library director**

Quinn suggested an early evening reception to welcome Garrett Erickson. She indicated she will ask the Foundation for funds to host the event.

Johnson moved and Carlson seconded the motion to approve arranging a reception for the new library director. The motion carried.

## 11. Director's Report

### A. Mayor's tour of the library

Quinn and Menzer gave a tour of the library to Mayor Mike Vandersteen. Menzer indicated Mayor Vandersteen made positive comments and he was impressed with the library.

### B. Sheboygan Reads

Menzer reported on the results of the "Sheboygan Reads Jane Austen" events with a cumulative total of 232 in attendance at the varied events.

### C. Plaque honoring E. R. Kunert is installed

The plaque has been mounted in the Loft according to Menzer. A dedication program will be planned to include inviting the Kunert family.

Menzer distributed for review customer service comments.

## 12. Liaison Repots

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

Nelson distributed a handout and discussed the contents of the report. He said the next meeting of ESLS regarding a possible merger with Manitowoc/Calumet Counties is scheduled for May 28.

### B. Mead Public Library Foundation – Quinn and Norman

Quinn reported that at the Foundation Board meeting she was pleased to announce the hiring of Garrett Erickson.

### C. Friends of Mead Public Library – Menzer

Dinner with Friends is scheduled for November 2, and the planning committee is considering arranging entertainment for the event.

The Friends May Book sale resulted in \$500 with over 2,000 books/items being sold.

## 13. Nominations – President and Vice President

Nelson **nominated** Quinn to continue her role as President of the Board of Trustees for the 2013-2014 term. Segalle **seconded** the motion. The motion **passed**. Quinn called for other nominations from the floor. Norman **moved** that nominations be closed; Sampson **seconded**. Nelson **moved** for a unanimous ballot cast for Quinn and Johnson **seconded** the motion. Motion **passed**.

Zylman **nominated** Nelson to serve as Vice President of the Board of Trustees for the 2013-2014 term. Segalle **seconded**. The motion **passed**. Quinn called for other nominations from the floor. Sampson **moved** that nominations be closed and a unanimous ballot cast for Nelson. Norman **seconded**. Motion **passed**.

Segalle **made a motion** to accept the nominations and Sampson **seconded** the motion. The motion **passed.**

**14. Remarks from incoming officers**

Nelson said he would work hard on behalf of the Board to support the new director with the many challenges he will face including budget considerations.

Quinn thanked the Board members for the honor of serving as president. She said it was a unique year for the Board, and she noted that Erickson is only the sixth director in the library's 116 year history. She said it was a pleasure working with Menzer. Quinn indicated her dedication to a productive year with a review of the library's Initiatives and Strategic Plans to keep Mead Public Library an extraordinary community facility.

**15. Adopt Schedule of Meetings 2013-2014**

Johnson **moved** and Segalle **seconded** to adopt the schedule of meetings for 2013-2014. The motion **passed.**

**16. Appoint Finance Officer**

Quinn appointed Zylman as the Finance Officer for 2013-2014 term.

**17. Propose a Foundation Liaison**

As well as herself Quinn proposed that Kathie Norman serve as liaison to the Foundation Board of Directors.

**18. Propose an Eastern Shores Library System (ESLS) Liaison**

Quinn asked that Nelson continue in his role as liaison to ESLS.

**19. Appoint Standing Committees**

As set forth in the Bylaws, Finance Officer Zylman will chair the Finance Committee. Other board members appointed to the Finance Committee are: Carlson, Johnson, Nelson, Quinn, and Sampson. As set forth in the Bylaws, Vice President Nelson will chair the Human Resources Committee. Other Board members appointed to the Human Resources Committee: Norman, Quinn, Segalle, and Wortche. Appointed to the Information Technology Committee are Norman (chair), Campe, Sampson, and Zylman.

No appointments were made to the ad hoc Building Committee because it is currently not active.

**20. Guidance to the Finance Officer on the 2013/2014 joint meeting with the Common Council Finance Committee scheduled for June 10 at 3 p.m. in the 3<sup>rd</sup> Floor Conference Room at City Hall**

Zylman encouraged Board of Trustee members to attend this important meeting.

**Information items**

Article: "Hatchette makes full e-book catalogue available to libraries"

Article: "Parents, Children, Libraries and Reading" report summary from PEW Research Center

21. Sampson **moved** to adjourn the meeting. Carlson **seconded.** The motion **passed.** Quinn adjourned the meeting at 4:55 p.m.