

Minutes
Mead Public Library
Board of Trustees
July 24, 2014

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, July 24 in the Rocca Meeting room. Present Board of Trustee members were Maeve Quinn, presiding; Henry Nelson, Chris Campe, Ald. Darryl Carlson, Dave Hoffman, Dolcye Johnson, Kathie Norman, Martha Wortche, and Dirk Zylman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice. Guest at the meeting: Amy Birtell, Director Eastern Shores Library System, along with Sharon Quicker.

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. Campe **moved** to approve the minutes from June 26; Carlson **seconded** the motion. The motion **passed**.
5. **Correspondence, Announcements, and Common Council Referrals**
None to report
6. **Adopt Resolution in honor of the service of Marge Segalle as a Mead Public Library Trustee**
Ms. Segalle was unable to attend the meeting. Quinn read the Resolution to honor Marge Segalle for her four years' service on the MPL Board of Trustees. Quinn will deliver the gifts of a flower arrangement and books to Marge.

Carlson **moved** to accept the Resolution to honor the service of Marge Segalle; Nelson **seconded**; motion **passed**.
7. **Introduction of Amy Birtell – Eastern Shores Library System Director (ESLS)**
Erickson introduced and welcomed Amy Birtell to the meeting. Birtell reviewed her education and employment background, and reviewed her strategic plan and goals for ESLS.

8. Committee Reports

A. Finance Committee – Zylman

1. Report of 7-24-14 meeting

Zylman said the May 22 Finance Committee minutes were revised to clarify the transfer of the 850 funds for investment from the Board of Trustees to the Foundation Board.

Zylman summarized that the 850 investment funds which realized a \$460 gain in one month.

At the Finance Committee meeting, Prentice spoke about the process of MPL collections purchasing. Zylman indicated that 12% of the library's annual budget is spent on collection development for our patrons.

B. Financial Reports

1. Review and approve payment of expenditures, including payroll

Zylman moved; Nelson seconded a motion to approve payment of expenditures, including payroll. Motion passed.

2. Receive monthly 2014 budget status report to date

The report was available at the meeting for review. Zylman concluded that at mid-year we are very close to budget.

3. Report of gifts received

None to report

C. Human Resources Committee Report – Nelson

1. Report of 7-17-14 meeting

Nelson said that Kallas attended the Human Resources Committee meeting to give an update on the cleaning service used by MPL. Kallas reported that a checklist of tasks has been created so the cleaning service is on the same page as MPL. MPL staff is still spot checking the cleaning service work, with the eventual goal of supervision being provided by the contracted service. With these measures now in place, Nelson and Kallas concluded they have seen performance improvement by the contracted cleaning service.

Nelson and Quinn discussed the evaluation process of Erickson in his first year of employment. He will be reviewed during September and again in January.

Discussion regarding job descriptions and an updated staff evaluation system was deferred to numbers 10 and 11 on the agenda.

Updating the Employee Handbook was tabled to a future Human Resources Committee agenda.

9. Director's Report - Erickson

A. Statistics – Trends

Erickson reviewed the new one-page format for reporting MPL statistics. He discussed declining circulation statistics, and reviewed solutions to improve MPL circulation. He cited positive statistics such as the increases in program attendance, computer usage, and e-content. Prentice reviewed pending programs for teens and adults for the remainder of the year and those coming up in 2015. Presently our counting equipment for number of people entering MPL does not allow for counting patrons attending events in the Rocca Meeting room, Friends Book Sales, people voting, and people picking up tax forms in our lobby. Kallas said that we are looking into different counting equipment for our gate counts.

B. Meeting with Jackie Joseph-Silverstein and Teri Mattek, UW Sheboygan on 7-2

Erickson and Prentice met with university staff and will tour UW Sheboygan campus. The two sides are discussing if/how UW Sheboygan classes could be held at the library.

C. Meeting with John Koehler, Director of the Recreation Department on 7-8

Erickson met with Koehler and discussed potential collaborations between the library and Sheboygan Recreation Department.

D. Meeting with Joe Sheehan, School Superintendent on 7-16

Erickson met with Sheehan and discussed potential collaborations between the library and Sheboygan School District, including the use of meeting space.

10. Discussion and possible action on updating position descriptions

Erickson reviewed changes and additions to each of the following job descriptions: Librarian I, II; Administrative specialty II; and Library Assistant I, II, III

A **motion** was made by Nelson; **seconded** by Hoffman to approve the MPL position descriptions as presented. Motion **carried**.

11. Discussion and possible action on revising system for employee evaluations

Erickson referred to the one-page appraisal form used by the City of Sheboygan. He proposed adopting the form for use at the library for employee evaluations. He also discussed plans to move toward an electronic version of employee evaluations.

Norman **moved** to approve revising the existing City of Sheboygan employee appraisal form to suit the needs of MPL; Johnson **seconded** the motion. The motion **carried**.

12. Discussion and possible action on a new Challenged Materials policy

Erickson referred to the policy for review. Prentice discussed the policy which creates a process to handle material challenges from library patrons. After Zylman prompted a discussion, it was decided to change the policy wording from Sheboygan residents to Sheboygan **County** residents.

Nelson **moved** to accept the Challenged Materials policy contingent on adding Sheboygan County residents to the policy. Zylman **seconded** the motion. Motion **passed**.

13. Discussion regarding potential topics to be added to the Joint Finance Agenda between the Library Board – Finance Committee and the City Finance Committee scheduled for Monday, August 11 at 3 p.m.

Quinn invited all Board of Trustee members to attend this meeting. An agenda will be developed to include overview of 2015 budget including no furlough days for MPL staff, highlight positive changes at the library, review budget challenges, distribute library Strategic Plan 2014-2020, and express a 2015 goal of a MPL balanced budget.

14. Discuss transfer of ownership of current Foundation artwork to Board of Trustees

Erickson said that the Foundation Board decided it is not within their scope or goals to acquire artwork or objects on behalf of the library. For insurance purposes the Dr. James Michael artwork collection would be covered under the library's policy if owned by the Board of Trustees.

Erickson was charged with developing a policy on behalf of the Board of Trustees regarding accepting gifts of artwork and other donated items to the library.

15. Liaison Reports

A. Eastern Shores Library System – Nelson

Nelson announced the ESLS Board meeting as scheduled for Monday, July 28. He invited MPL Board members to attend.

B. Mead Public Library Foundation – Quinn

Quinn summarized the Foundation Board's July meeting:

Artwork ownership transfer from the Foundation Board to the Board of Trustees was discussed.

Renaissance Society annual mailing had a different approach this year by directly asking for a goal of \$10,000 from this campaign.

Discussion of the Foundation possibly maintaining the water feature was voted down.

C. Friends of Mead Public Library – Mueller

Mueller summarized:

July Friends Book Sale results: \$2,687 (included old records and book ends)

Quilt raffle to date: sold 260 tickets = \$431

Mead Public Library Information Day, Saturday, September 20

Quinn said the MPL Information Day would be included on the August Board of Trustees agenda.

16. Next meeting: August 28

Information item: June statistics

17. Adjournment

Carlson moved to adjourn; Nelson seconded at 5:25 p.m. The motion passed.