

**Minutes
Mead Public Library
Board of Trustees
August 28, 2014**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, August 28 in the Rocca Meeting room. Present Board of Trustee members were Maeve Quinn, presiding; Chris Campe, Ald. Darryl Carlson, Dolcye Johnson, Nancy Mannchen, Kathie Norman, Martha Wortche, and Dirk Zylman. Unable to attend were Henry Nelson and Dave Hoffman. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice.

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. Carlson moved to approve the minutes from July 24; Campe seconded the motion. The motion passed. Carlson moved to approve the minutes from the Library/City Joint Finance Committee and Board of Trustees meeting held on August 11; Campe seconded the motion. The motion passed.
5. **Correspondence, Announcements, and Common Council referrals**
Quinn was in contact with Marge Segalle; Marge asked her to relay her hello.

A thank you letter from Principal Duane Simmons, George D. Warriner Middle and High School, was shared expressing his appreciation for the use of our Rocca Meeting room and The Loft while their school space is being remodeled. They will be holding classes at the library for approximately three weeks.

6. **Introduction of new MPL Board of Trustee, Nancy Mannchen**
Quinn introduced Nancy Mannchen who will complete the term of Marge Segalle (4-30-16). Mannchen thanked Quinn and Erickson for the orientation and tour of the library. She said while being introduced to staff she appreciated the cordial reception she received.

Quinn appointed Mannchen to the Human Resources Committee.

7. Committee Reports

A. Finance Committee – Zylman

1. Report of 8-28 meeting

Because the Finance Committee meeting was cancelled, the report was deferred to the September meeting.

DeAmico reviewed the year-to-date Financial Report handout for information purposes only.

B. Financial Report

1. Review and approve payment of expenditures, including payroll

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

2. Receive monthly 2014 budget status report to date

Deferred to September meeting

3. Report of gifts received

Zylman commented on a few notable contributions to MPL:

The Friends 50 People/\$50/50 Days fundraiser - \$2,766.

Gladys Schaefer In Memory of Eleanor Schaefer - \$1,000

Ann and John Schroeder for Children's Book Festival - \$2,000

MPL Foundation for Sheboygan Connects - \$2,000

C. Human Resources Committee – Quinn

1. Report of 8-14 meeting

Quinn said the committee focused on the current evaluation process for the library director. Erickson's evaluation is scheduled for September 18 at 3 p.m. Nelson will summarize the evaluation forms that were given to the Board of Trustees, Friends president, Foundation president, and selected staff. Quinn indicated the results of Erickson's evaluation will be a closed session agenda item at the September Board of Trustees meeting.

Quinn said the HR Committee will continue their discussion to streamline the evaluation process for all staff during 2015. Most notable, a recommendation to accomplish all reviews during the month of January of each year. Erickson will have a second evaluation during January.

Quinn said there is a pressing need to update MPL handbooks for staff use. Because we presently use a MPL Handbook, MPL Policies and Procedures, and also City of Sheboygan Handbook, it becomes confusing. The HR Committee will continue work to combine these resources on behalf of MPL staff.

8. Director's Report – Erickson

A. Potential changes to 2015 resource library contract

Erickson reviewed the Eastern Shores Library System (ESLS) contract due during September. ESLS is projected to provide \$53,000 in funding to MPL during 2015.

Quinn will ask Nelson, as our ESLS board representative, to follow up on collection development as it relates to the updated contract with ESLS.

B. Monthly statistics

Erickson reviewed the MPL July statistics stating that the gate count is up, we had a 9% increase in checkouts, and e-content usage is up.

Erickson discussed the advantages of weeding library collections as a strategy to increase patron checkouts.

Prentice summarized the several preliminary ideas to reorganize the first floor; the process to perform a large-scale weeding; and how displays can be used to increase physical checkout statistics at MPL.

C. Library employee parking available on 9th Street

Erickson stated that the parking lot to the west of the library has new and improved signage to indicate where the 10-hour spots are located (along 9th Street). He said some of the other City departments include money for staff parking in their annual budgets. Erickson stated the issue of employee parking will be on the next HR Committee agenda.

9. Review and possible action on adopting an ad hoc Bylaws Committee to provide administration guidance in organizing orientation, operational, and personnel information

Quinn moved to adopt an ad hoc Bylaws Committee to provide guidance in organizing the library's orientation, operational, and personnel information. The committee will meet regularly until the task is finished; Carlson seconded the motion. The motion passed. Johnson and Norman volunteered to be on the Bylaws Committee.

10. Harbor Centre Business Plan presentation – Hoffman

Hoffman was unable to attend the meeting; his presentation will be added to a future Board of Trustees meeting agenda.

11. Update on MPL Information Day scheduled for September 20

Quinn reviewed the Mead Public Library Information Day event.

Mueller distributed a signup sheet for participation and fliers for personal distribution to encourage attendance at this event.

12. Liaison Reports

A. Eastern Shores Library System

Erickson reviewed ESLS report and indicated there is still a \$7,000 shortfall in their 2015 proposed budget. He said there were several possible solutions being discussed: A reduction in ESLS continuing education; cutting back on delivery days; or dropping one or more database subscriptions.

B. Mead Public Library Foundation – Norman

Norman shared the favorable results of the Board of Trustees 850 funds being invested through the management of the Foundation.

She indicated that the Renaissance Society recognition plaque on the first floor now includes historical donors. A separate plaque to distinguish historical donors is on-order to recognize people who gave large gifts before the Library Foundation existed.

Norman talked about the early success of people donating using their credit cards on the library's website.

C. Friends of Mead Public Library – Mueller

The Children's Book Sale resulted in \$639 of revenue; approximately 2,500 books sold at the event.

The donated Samantha Doll and related items sold for \$905.

The Friends Board will coordinate a used library furniture/equipment sale on Saturday, November 1st in the Rocca Room.

At the August Friends Board meeting, a large scale materials weeding project was discussed, along with the potential ramifications for the Friends.

13. Upcoming meetings:

- Information Technology (IT) Committee 9-9 at 3:45 p.m.
- Human Resources (HR) Committee 9-18 at 3:00 p.m.
- Finance Committee 9-25 at 2:30 p.m.
- Board of Trustees 9-25 at 3:45 p.m.

14. Adjournment

Norman moved to adjourn the meeting; Carlson seconded; passed. Quinn concluded the meeting at 4:40 p.m.

Information items: July Statistics and Board of Trustees Roster