

**Minutes
Mead Public Library
Board of Trustees
September 25, 2014**

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, September 25 in The Loft. Present Board of Trustee members were Maeve Quinn, presiding; Chris Campe, Dave Hoffman, Dolcye Johnson, Nancy Mannchen, Henry Nelson, Kathie Norman, and Dirk Zylman. Unable to attend were Ald. Darryl Carlson and Martha Wortche. Staff members present: Debbie DeAmico, Garrett Erickson, Diane Kallas, Pat Mueller, and Melissa Prentice. Guests: Nancy Lewis and Amy Birtell.

1. Quinn called the meeting to order at 3:50 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. Norman moved to approve the minutes from August 28; Campe seconded the motion. The motion passed.
5. **Correspondence, Announcements, and Common Council referrals**
Quinn distributed a thank you note from Sherry Vandenberg, retired teacher from Washington School, expressing her appreciation regarding students' mural artwork being installed and preserved at the library.

Prentice distributed a handout and invitation to attend the Wisconsin Historic Tour sponsored by the Wisconsin Historical Society.

6. Committee Reports

A. Finance Committee – Dirk Zylman, Chair

1. Report of 9-25-14 meeting

Zylman review the MPL 2015 budget and ascertained no major changes anticipated throughout the upcoming City budget process.

Zylman indicated that Kallas, support services manager, attended the Finance Committee meeting to discuss our present cleaning service and recommendations. It was noted that we have a three-year contract with the cleaning provider. For the benefit of new Board of Trustee members Quinn reviewed the history of cleaning done by staff at MPL.

The discussion of purchasing Chromebooks was deferred to number 8 on the agenda.

B. Financial Report

1. Review and approve payment of expenditures, including payroll

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

2. Receive monthly 2014 budget status report to date

Received as a handout by those attending the meeting.

3. Report of gifts received

Zylman reviewed monetary donations to the library as the following:

Alliant Energy Foundation, \$500, Children's Book Festival

Target Corporation, \$2,000, Children's Book Festival

Friends of MPL, \$800, display panels and MPL logo tablecloths

Friends of MPL, \$85, purchase books in Memory of Doug Born and Jack Lewis

C. Human Resources Report – Henry Nelson, Chair

1. Report of 9-18-14 meeting

Nelson said the meeting focused on Director Erickson's performance appraisal.

Norman complimented Erickson on his presentation to the City Council in preparation for the annual budget.

D. Information Technology (IT) Report – Kathie Norman, Chair

1. Report of 9-9-14 meeting

Norman indicated that members of the IT Committee recommended purchasing Chromebooks for use at Board of Trustees meetings.

Discussion and possible action deferred to number 8 on the agenda.

7. Director's Report – Garrett Erickson

A. Chiller project update

Erickson said he met with Bernie Rammer, City Purchasing Department, regarding the installation of a new chiller at MPL. Erickson noted that this expenditure needs City Council approval to move forward.

B. Monthly statistics – Adding wireless sessions to report, gate count

Erickson said the addition of wireless sessions by patrons has been added to our statistics spreadsheet. Counting of wireless sessions will be added beginning with the September report.

Dale Gort, IT specialist, is monitoring our new equipment to count people entering the building. The new location accounts for library users as well as people using our bathrooms and our Rocca Meeting room. These numbers will be reflected in our monthly statistics and should increase our gate count.

C. Library Director retreat – 9-19-14 in Stevens Point

Erickson reported that the retreat agenda included Department of Public Instruction, Chapter 43 Library Statutes, and human resources issues. He added, attending the retreat was a good opportunity to network which resulted in him having an appointment, at our library, with the director of the Fond du Lac Public Library.

- 8. Review and possible action on purchase of tablets as recommended by IT Committee**
Discussion ensued regarding the advantages and disadvantages of purchasing tablets. Quinn stated paper copies would still be provided to members of the Board of Trustees who prefer this method for reviewing for the monthly meetings.

Norman moved to allocate \$4,500 from Administrative Services contracted services account to purchase Chromebooks for Trustee members and selected staff to use at Board of Trustee and Committee meetings. Zylman seconded the motion. The motion passed; Johnson opposed.

- 9. Review and possible action on “2015 Agreement Between Mead Public Library as the Resource Library and Eastern Shores Library System” – Erickson**

On a handout of the agreement Erickson reviewed the few changes to the contract compared to previous years.

Amy Birtell, ESLS Director, attended this meeting of the Board of Trustees. She reported that she is developing an annual report of where ESLS money is spent. She also explained that only ESLS member libraries customers will be able to access e-content.

Nelson moved to accept and recommended Quinn signing the 2015 ESLS contract. Norman seconded the motion. The motion passed.

- 10. Motion to convene in closed session for the purpose of evaluating the performance of the library director under the exception set forth in Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

Nelson moved to convene in closed session; Johnson seconded the motion.

- 11. Roll call vote on the above motion**

On a roll-call vote at 4:37 p.m. all voted yes, and the motion **carried**.

Guests and MPL staff at the meeting left the meeting room.

12. Closed session

13. Reconvene in open session: 5:20 p.m.

14. Possible action on library director performance appraisal

On a handout prepared by Nelson, HR Committee chair, a summary of survey results was reviewed by Quinn.

Nelson **made a motion** to acknowledge an excellent rating for Erickson, and to approve the performance appraisal. Hoffman **seconded** the motion. The motion **passed**.

15. Liaison Reports

A. Eastern Shores Library System – Henry Nelson

ESLS Board meets the Monday after MPL Board of Trustees meetings; Nelson indicated library board members are always welcome to attend.

Nelson reviewed the PLAC meeting, and he told the group of an exercise that was given to directors attending. They were challenged to in one word say what they wanted from ESLS. Nelson cited a few of the responses as the following: research, growth, and cooperation.

Nelson said a Joint County Committee has been formed to work on a joint county plan being studied and developed to take the recommendations to 2020. Birtell said she was pleased to be invited to make three presentations to the Joint County Committee.

In response to the question of the ideas of a merger of library systems Nelson said that for now it has been halted on a state level.

B. Mead Public Library Foundation – Kathie Norman

Norman said the Foundation Audit Committee met and a report was given at the September meeting.

Norman said that at the Foundation meeting the Sheboygan Press article quoting an alderperson that City Hall should move to the library was discussed.

C. Friends of Mead Public Library – Pat Mueller

Mueller distributed a handout to report the favorable attendance and customer response to Mead Public Library Information Day.

The Friends have agreed to hold a Garage Sale to sell stored and unused equipment and furniture in our basement. The Garage Sale is scheduled for Saturday, November 1.

At the Friends September Board meeting updates to their Bylaws, including writing a Mission Statement, was approved.

Also at the Friends Board meeting it was approved to proceed with an outreach to the community by offering donated books/items for organizations to keep items to develop libraries.

16. Upcoming meetings

- Finance Committee on 10-23 at 2:45 p.m.
- Board of Trustees on 10-23 at 3:45 p.m.

Information items: August statistics and committees roster

17. Adjournment

Nelson moved; Norman seconded to adjourn the meeting. Motion passed. Quinn concluded the meeting at 5:40 p.m.