

Minutes (Draft)
Mead Public Library
Board of Trustees
September 27, 2012

The meeting of the Mead Public Library Board of Trustees was held on Thursday, September 27, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were: Ms. Quinn, presiding; Mr. Nelson, Mr. Sampson, Mrs. Segalle, Mr. Stauber Soik, and Mr. Zylman. Unable to attend were: Ald. Carlson, Mrs. Johnson, Mrs. Norman, and Ms. Wortche. Staff members present: Ms. Mueller, Ms. Winkle, and Mr. Zehfus.

1. Quinn called the meeting to order at 3:55 p.m. She determined there was a quorum present.
2. Quinn led the Pledge of Allegiance.
3. There was no public comment.
4. Segalle **moved** to approve the minutes of August 23, 2012. Nelson **seconded** the motion. The motion **carried**.

5. Correspondence, Announcements, and Common Council Referrals

Winkle asked Mueller to discuss our needs for volunteers at the Children's Book Festival scheduled October 12-14. A sign-up sheet was distributed for this Sheboygan Shindig community event.

Winkle distributed a customer survey for review.

As information items the July and August statistics were included with the agenda/board packets for review.

6. Committee Reports

A. Finance Committee

1. Zylman reported that the goal of the Finance Committee members is to have a draft completed by April 2013 of the 2014 budget. He further discussed a 2012 initiative to purchase automated check-in equipment for the Mead Public Library with an estimated cost of \$250,000.00. Finance Committee members by consensus recommended the initiative should not be addressed in 2012, but placed on hold for future consideration.

Zylman reported that the repairs to our roof should be completed by the end of September. The updates and remodeling of the Rocca Meeting room have been postponed until after the Children's Book Festival. This project is projected to be completed by late November

Winkle reviewed the Common Council Finance Committee meeting of September 24. At that meeting the library budget was not changed and was accepted for communication to Common Council. She announced the following related meetings: October 15, public hearing; November 19 Common Council final review and acceptance of the 2013 city budgets.

Winkle reported on the Wisconsin Retirement Service (WRS) contribution rate increase to 13.3% and noted that Zehfus will revise the 2013 budget proposal for Council's review and adoption. The increase will also affect those Mead employees who participate in WRS.

Winkle updated the Board of Trustees on the proposed relocation to the second floor of the magazine/newspaper collections displayed in the NewStand on the third floor. She discussed use of a very recent contribution to the library for minimally furnishing the adult training center to be called "The Loft." With the Board's permission she will request a distribution from the Mead Public Library Foundation in support of the Mead Reading Room's conversion to a children's activity room to be called the "Mead Room." Thus, minimal public funds will be required for completion of these public service improvements. She queried the Board about its commitment to relocating the vending café from the third floor to the first floor. The Board agreed to the above changes by consensus.

B. Financial Report

1. A **motion** to approve payment of current expenditures was made by Zylman; Nelson **seconded**. The motion **carried**.
2. Zehfus reviewed, including a handout, the 2012 budget status report.
3. Zylman **moved** to approve a line item transfer of \$4,000 from young adult fiction and audio book purchases to adult DVD acquisitions. Sampson **seconded** the motion. The motion **carried**.
4. Zehfus reviewed a distributed handout regarding donations to the library including the Barbara Jung memorial donations that have been designated to purchase adult materials for the library. He discussed recurring bills, and said the suggestion of a switch from AT&T phone services to a Charter business bundle would need detailed investigation due to the library's inclusion in the current City/County Centrex system.

7. Director's Report

- A. During National Friends of Libraries Week, October 21-27 brunch will be served to our Friends Board members to honor and thank them for their monetary support and service hours to the library. The Board President will issue a letter of thanks to the Friends Board and members.

- B. Winkle reviewed an article from Eastern Shores *Library Connection* newsletter regarding funding Wisconsin's Digital Library via the Wisconsin Public Library Consortium.
- C. Winkle distributed and discussed the following regarding the e-content market: American Library Association press releases, and a Macmillan press release.

8. Liaison Reports

A. Eastern Shores Library System (ESLS) – Nelson

ESLS Board continues to discuss a possible merger; Nelson distributed a handout with information about their progress. Nelson said that if a merger happens it would be the first in Wisconsin. ESLS planning process could become a template for future merger planning.

B. Foundation – Quinn

Quinn said that the Foundation Board has a goal to expand its Renaissance Society memberships by 20 new members. Each \$500 donation supports the Foundation's endowment fund. The Yuletide Gala date is Friday, December 14.

Our Homework Help program based on *BrainFuse* continues with the help of a second contribution from a Milwaukee-area foundation in support of its continuation with modifications based on the first year's experience.

C. Friends – Winkle

Winkle announced that the Friends has a *Giant Book Sale* scheduled October 27, 28, and 29 in the Rocca Meeting room. The Friends will hold a fundraiser dinner on Saturday, November 10 starting at 5 p.m. The cost to attend is \$50; the Friends Board plans to match the proceeds for the purpose of purchasing book discussion kits.

9. Adjournment

Prior to entertaining a motion to adjourn, Quinn reminded those in attendance of the special event *100 Thousand Poets* scheduled at the library on Saturday, September 29.

Nelson **moved** to adjourn the meeting; Sampson **seconded** the motion. The motion **passed**. Quinn adjourned the meeting at 4:52 p.m.