

Minutes (Draft)
Mead Public Library
Board of Trustees
February 28, 2013

A meeting of the Mead Public Library Board of Trustees was held on Thursday, February 28, 2013 in the Josephine Rocca Meeting room. Present Board of Trustee members were Ms. Quinn, presiding; Mr. Nelson, Mrs. Johnson, Mrs. Segalle, Ms. Wortche, Mrs. Norman, and Mr. Zylman. Unable to attend: Mr. Stauber Soik, Ald. Carlson, and Mr. Sampson. Staff members present: Ms. Menzer, Ms. Mueller, and Mr. Zehfus.

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. Zylman **moved** to approve the minutes of February 14, 2013; Segalle **seconded** the motion. Johnson abstained. The motion **carried**.
5. **Correspondence, Announcements, and Common Council Referrals**
Segalle thanked Menzer and Zehfus for their decision to close the library on Wednesday, February 27 because of a snowstorm. Discussion ensued regarding the process to close the library. Menzer will follow up with the suggestion to include our announcements with TMJ-Channel 4, Milwaukee.

Quinn read a thank you note from Sharon Winkle.

6. Update on the director search – Quinn

Quinn shared information from John Keister including the recruitment website has had 683 unique visitors; typically accustomed to 200-300 views. The ad is included as a Twitter feed and can be viewed on smart phones. Our updated director job description has been added to the website.

Keister and Associates has narrowed the applicants to five candidates (WI, IL, AK, FL, and OH). The five candidates are being asked to answer five essay questions. After reviewing the essay questions Keister & Associates will conduct telephone interviews on our behalf. The final candidates' cover letter, resume and essay answers will be provided to the Board of Trustees for review.

John Keister plans to attend the meeting scheduled for Thursday, March 14 at 3:45 p.m.

7. Committee Reports

A. Finance Committee – Dirk Zylman, Chair

1. Zylman gave a 2012 year-end financial report, and he noted it is a pre-audited report. According to Chief Administrator Jim Amodeo our audit should be completed by the end of March.

Segalle suggested the \$23,000.00 not spent on electrical and natural gas be reduced for the 2014 budget allowance. Zylman will follow up with city staff and other resources for recommendations at the next Finance Committee.

Zylman reported that the Council's Strategic Fiscal Planning Committee is recommending reducing by 3% city tax revenue of Mead Public Library's budget during 2014.

As a joint meeting between Mead Public Library's Finance Committee and the City of Sheboygan's Finance Committee is required annually, Quinn asked Menzer to arrange this meeting as soon as possible, so a discussion concerning the 2014 budget guidelines could take place. All Board of Trustee members are invited and encouraged to attend.

Quinn offered to follow up with Sue Richards regarding why the city's Strategic Fiscal Planning Committee meeting was delayed.

Zylman reported the Finance Committee's Guidelines for 2014 Budget

1. Maintain days and hours of service
2. Maintain human resources expenditures at 2013 levels
3. Fifteen percent of budget to increasing library materials
4. Continue to pay our fixed expenses
5. Projected capital expenditures plan and timeline

B. Financial Reports

1. After Zehfus reviewed the reports Zylman **moved** to approve payment of current expenditures, including payroll and recurring expenditures. Nelson **seconded** the motion. The motion **passed**.
2. Zehfus reviewed the 2012 and 2013 budget status reports. Norman asked the question of what happens to the \$90,000.00 unreserved fund balance? After the library's audit Menzer and Zehfus will make recommendations to the Board of Trustees regarding how funds should be disbursed. Quinn recommended that this be an agenda item for a future Finance Committee agenda.
3. There were no line-item transfers or budget amendments to approve.

4. Directing attention to handouts Zehfus reported on donations received at the library.

C. Human Resources Committee (HR) – Henry Nelson, Chair

1. Nelson reported on the 2-21-13 HR Committee meeting including discussion regarding hiring our new director as a contract or an at-will staff member. Zylman recommended no contract because City of Sheboygan eliminated contracts. Norman said there is no advantage to the employer to have a contract; she recommended at-will status. Nelson was opposed to a contract; he indicated negative implications of a probation period.

A memorandum of understanding will be developed for hiring a MPL director. Quinn will obtain appointments with our city attorney and HR director for reviewing the document.

8. Review and possible action on stated length contract with probationary period versus at-will employment for our new director

A motion was made by Nelson to hire a new director on the basis of an at-will employee. Zylman seconded the motion. The motion passed. Voting no: Wortche.

9. Discussion of interview questions for director candidates

Quinn will ask John Keister if any of our proposed questions are also essay questions for the candidates.

Norman suggested a process for how the Board of Trustees will present the questions to prospective director applicants.

This topic will be added to the Board of Trustees March 14 agenda.

10. Review and possible action of “Statement Concerning Public Library System Effectiveness”

Menzer reviewed a handout of the page from Mead Public Library’s WI DPI annual report concerning public library system effectiveness.

A motion to submit the report stating that the Eastern Shores Library System had provided effective leadership and adequately met the needs of the library was made by Johnson; Norman seconded the motion. The motion passed. Quinn will sign the report indicating the Board’s approval.

11. Review and possible action on closing the Quiet Study room on May 4 for our “Sheboygan Reads” program

Zylman made a motion to close the quiet Study room on May 4 for our “Sheboygan Reads” program. The motion was seconded by Norman. The motion passed.

12. Nelson made a **motion** to change the Board of Trustees meeting to March 21. The motion was **seconded** by Johnson. The motion **passed.**

13. Director's Report – Karin Menzer

1. Menzer referred to a handout to discuss the WI DPI Public Library Annual Report.
2. Menzer reviewed Unique Management Statistics with those in attendance. She explained this is an agency we hire to collect large fines and/or long-overdue library materials. This past year we recovered approximately \$39,000.00 in fines and returned library materials.

14. Liaison Reports

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

Nelson distributed a report of 17 systems in Wisconsin with Manitowoc/Calumet Counties being the only choice for a possible merger with ESLS. If the merger happens ESLS would become the sixth largest library system in Wisconsin.

ESLS has submitted its paperwork for WI DPI Public Library Annual Report.

Nelson reported a library/technical services federal grant (LSTA) of \$7,500.00 has been obtained by ESLS.

B. Mead Public Library Foundation – Kathie Norman

Norman reported that the Foundation Board continues to work on recruiting new members to its Renaissance Society.

C. Friends of Mead Public Library – Karin Menzer

The Friends Organization has donated \$1,500.00 to Youth Services for the summer library program.

An American Girl doll and accessories has been donated to the Friends group, and it will be used as a fundraiser drawing in the future.

Information items distributed at meeting

2012 Annual Statistics

Board of Trustees Roster

Board of Trustees Committee Roster

Segalle excused herself from the meeting at 4:30 p.m.

15. Adjournment

Nelson made a **motion** to adjourn the meeting; Wortche **seconded** the motion. The motion **carried.** Quinn adjourned the meeting at 5:30 p.m.