

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
August 25, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, August 25, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Mr. Morgan, Mr. Nelson, Ald. Sampson, Mrs. Segalle, Mr. Stauber Soik, Ms. Wortche, and Mr. Zylman. Absent Board Members: Ms. Montemayor. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:49 p.m. and determined there was a quorum present.
2. Ms. Quinn led the Board in the Pledge of Allegiance.
3. There was no public comment.
4. Mr. Zylman **moved** to approve the minutes of July 28, 2011. Mrs. Segalle **seconded** the motion. The minutes were **approved**, 8 – 0 – 1. Abstaining: Mrs. Johnson.
5. Ms. Winkle introduced a brochure for the upcoming 2011 Sheboygan Children's Book Festival, October 14 - 16.
6. Committee Reports:
 - a. Finance Committee:
 1. Mr. Nelson reported on the Finance Committee meeting of August 25, 2011. The Committee reviewed the revised Mead Public Library budget proposal for 2012. The Committee recommended approval of the revised budget to the Board with one adjustment, moving \$8,500 from the Adult Services Large Print Books account to the Adult Services E-content account. Mr. Zehfus made a presentation about the revised budget. The Board discussed budget matters. Mr. Nelson **moved** that the Board approve the revised Proposed Budget (dated 8/18) with the minor change. Mr. Zylman **seconded** the motion. The motion **passed**, 9 – 0.

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2. Mr. Nelson reported that no action is necessary on items discussed at the joint meeting with the Common Council Finance Committee on August 22.
 3. Discussion of alternative methods of managing gifts to the Library was deferred to the next meeting.
 4. Fiduciary responsibilities related to 457 deferred compensation plans and proposed hold harmless agreement was discussed at the joint meeting with the Common Council Finance Committee (CCFC). The matter was deferred pending further information from the CCFC.
- b. Financial Report:
1. Mr. Nelson stated he had reviewed the expenditures and **moved** to approve payment of current expenditures, including payroll and recurring expenditures. Ms. Wortche **seconded** the motion. The motion **passed**, 9 – 0.
 2. Mr. Zehfus introduced the August 2011 budget status report.
 3. Mr. Zehfus introduced three Line Item Transfers. Mr. Nelson **moved** to approve them. Mr. Morgan **seconded** the motion. The motion **passed**, 9 – 0.
 4. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and the monthly report of gifts received. Gifts received: Alliant Energy Foundation Inc. \$500.00 for Children’s Book Festival, Mead Public Library Foundation \$15,000.00 for Homework Help Center, Mead Public Library Foundation \$7,500.00 for Cool Picks program, Robert J. & Maureen A. Nickodem \$50.00 via Jean N. Holman in memory of Robert Holman for library materials, Daniel Patrick & Barbara Beck Garton \$50.00 in honor of wedding for books on wedding planning, Ross Glove Company \$50.00 in memory of John Gordon for library materials, Carolyn J. & Christopher D. Sampson \$20.00 in memory of Lucille B. Baldwin for library materials, Friends of Mead Public Library \$117.70 for Summer Library Program bus rides.
- c. Ms. Quinn reported for Marilyn Montemayor on the Security Committee meeting of August 18, 2011. The Committee discussed a recommendation whether to allow or to prohibit the carrying of concealed weapons in the Mead Public Library building by members of the public and other visitors. No decision was reached, the Committee is waiting to see what policy decision the City makes. Ms. Quinn noted the County is also working on a concealed carry policy.

7. Director's Report:

- a. Ms. Winkle distributed a handout for the Homework Help center project. Mead Public Library (MPL) is going to use the services of a staffing agency rather than use contractors. The Board discussed using the staffing agency and how information about Homework Help is being distributed to students and teachers in the area. Mr. Stauber Soik and Mrs. Menzer are taking the lead in getting the word out. There will be a demonstration of the Brainfuse software Friday afternoon and next Tuesday morning for staff and any Board members who want to attend.
- b. Ms. Winkle began review of Library Board documents regarding group film programs as a service of MPL. Ms. Winkle introduced a handout of excerpts of the Library mission, roles, and relevant policy sections. She also shared information about the two movie licenses that the library currently uses. No action was taken.
- c. Ms. Winkle reviewed for possible action the use of the Quiet Study Room as the location of a reception commemorating the 10th anniversary of the Fela and Anselm Warschau Room on October 2nd and the Mead Reading Room as a preparation area for presenters at the Sheboygan Children's Book Festival on October 14-16. Mr. Zylman **moved** to approve using MPL rooms to support upcoming events. Mrs. Johnson **seconded** the motion. The motion **passed**, 9 – 0.
- d. Ms. Winkle reported that the Consumer Product Safety Improvement Act (CPSIA) implementation has now excluded library books from the lead limits placed on toys. The Friends of MPL have been holding pre-1986 children's imprints instead of offering them for sale because of the initial CPSIA regulations. Many of those books went to the John Michael Kohler Art Center for an art installation. Because of this new ruling the Friends can sell children's books again without having to sort by imprint date.
- e. Ms. Winkle reported that Division for Libraries, Technology, and Community Learning (DLTCL) has advised that the 'same service' system membership requirement is applicable to E-content materials purchased by libraries. Mr. Stauber Soik said that with so many more E-content materials coming from publishers, it would be good to discuss E-content purchasing at a meeting of the Information Technology Committee. Ms. Winkle shared that Baker & Taylor is starting to sell E-content materials now and is offering a discount to libraries that sign on with them before an upcoming deadline. By **consensus** the Board felt it best not to pursue that particular opportunity.

8. Liaison Reports:

- a. Mr. Nelson shared that the Eastern Shores Library System (ESLS) Board Chairperson has sent a letter to MPL stating that ESLS is no longer pursuing MoE compliance against MPL. The ESLS Board's next meeting will be Monday night.
- b. Ms. Winkle reported that the Foundation Board made some changes to their investment objectives and had asked for a tally of expenditures for the Maas Teen Learning Center's furnishings and equipment.
- c. Ms. Winkle said the Dinner with Friends will be on Saturday, November 12th at the Grace Episcopal Church St. Nicholas Hall. If it goes well there will be another donation for the Large Print Books collection. Board members can expect their invitations shortly. The dinner finishes in time for Sheboygan Symphony ticket holders to attend the concert immediately following.

9. Mrs. Johnson **moved** to adjourn. Mr. Zylman **seconded** the motion. The motion **passed**,
9 – 0. Ms. Quinn adjourned the meeting at 5:15 p.m.

Sharon Winkle, Secretary