

**Minutes (Draft)**  
**Mead Public Library**  
**Board of Trustees**  
**May 24, 2012**

The meeting of the Mead Public Library Board of Trustees was held on Thursday, May 24, 2012 in the Josephine Rocca Meeting room. Present Board of Trustee members were: Ms. Quinn, presiding; Ald. Carlson, Mrs. Johnson, Mr. Nelson, Mrs. Norman, Mr. Sampson, Mrs. Segalle, Mr. Stauber Soik, Ms. Wortche, Mr. Zylman. Staff members present: Ms. Mueller, Ms. Winkle, 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. Quinn introduced Ald. Darryl Carlson and Atty. Kathie Norman and expressed her appreciation for their time and expertise that will be devoted to the Board of Trustees.
4. There was no public comment.
5. Segalle **moved** to approve the minutes of April 26, 2012. Nelson **seconded** the motion. The motion **passed**.
6. The approval of the *ad hoc* Security Committee meeting minutes of August 18, 2011 was **moved** by Segalle. Sampson **seconded** the motion. The motion **passed**.

**7. Correspondence, Announcements, and Common Council Referrals**

Quinn circulated an invitation from Mrs. Betsy Michael to attend a reception on Thursday, June 7, from 5-7 p.m. at the Fine Arts Gallery at UW-Sheboygan. The "Heritage Painting Collection" of Dr. James Michael will be featured.

Winkle informed the Board that Bernice Busse, 100, died May 15. Bernice was referred to as the "Story Lady" while she was employed, for more than a decade, at the library. A memorial service is scheduled for Sunday, June 10, at noon at the First United Lutheran Church. The Busse family has designated the Mead Public Library as recipients of memorial designations.

Customer survey comments were distributed for review.

**8. Committee Reports**

**A. Finance Committee**

1. Nelson discussed current expenditures and payments of bills.
2. Nelson recommended accepting the contract with Goldsmith, Sheboygan Falls, to repair and paint our metal roof. Zehfus discussed the process to repair the metal roof, indicating that Goldsmith will provide a two-year warranty.

Nelson **moved** to use \$7,540 from the Future Capital Reserve funds to contract with Goldsmith to repair the library's roof. Zylman **seconded**. The motion **passed**.

3. Regarding the donation from the Mead Public Library Foundation for upgrades to the Rocca Meeting room Nelson **moved** to accept the gift. Zylman **seconded**. The motion **passed**. Nelson **moved** to accept the quote from MetroSound to install the audiovisual system and add an induction loop for assistive listening. Zylman **seconded**. The motion **passed**. The library staff will work with the vendor to assure that the library pays no sales tax for equipment purchased and installed on its behalf. A **motion** to accept the quote from Dulmes Décor to install new carpeting was made by Nelson. Zylman **seconded** the motion. The motion **passed**.

Nelson announced that the 2012 budget amendment recently requested by the Library Board was approved by the Common Council.

#### **B. Financial Reports**

1. Nelson **moved** to approve payment of current expenditures, including payroll and recurring expenditures. The motion was **seconded** by Johnson. The motion **passed**.
2. Zehfus reviewed financial information as distributed.  
There was discussion regarding the decision to eliminate the \$1 rental of bestsellers, known as Express Best Sellers, due to a long-term decline in use.
3. There were no line-item transfers to approve.
4. Zehfus reviewed donations to the library as distributed.  
Discussion ensued regarding donations to the library and those made directly to the Mead Public Library Foundation during which it was noted that library boards now have the statutory authority to transfer gift funds to library foundations.

#### **9. Director's Report**

- A. Winkle indicated that our use of the security service for the winter season of public service hours ends this month. Other recent security matters include:
  - Complaints that men have been seen bathing/grooming themselves in the second floor restroom. We have posted signs and the situation will be monitored.
  - Damage to landscaping on the northwest side of the building in an automobile accident (unintended acceleration).
  - Police were called May 21 due to a physical altercation between a father and son on library property.
- B. Winkle distributed the February and March circulation and service reports for review. She reminded Board members that e-content has been added as a new item so previous years' monthly comparisons are not available yet. Staff projects that 2012 e-content use will be well ahead of 2011 based on YTD data available thus far.

## 10. Liaison Reports

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

Nelson announced the retirement of Director David Weinhold at ESLS. Weinhold was employed at ESLS from 1980-2012. A reception will be held on Friday, June 8 at 10 a.m. at ESLS.

A meeting is scheduled for June 4 to appoint a Selection Committee of ESLS Board Human Resource and Finance committee members along with librarians from system member libraries to review replacement alternatives. In the interim various duties of the director will be handled among existing staff at ESLS.

### B. Foundation – Quinn

Quinn was unable to attend the May 16 Foundation meeting.

Norman reported that at the *Movers and Shakers Gala* Sheri Murphy was honored as receiving the highest contribution amounts for her charities, including Mead Public Library Foundation.

### C. Friends – Winkle

Quinn reported that she, Wortche, and Segalle attended the Friends 40<sup>th</sup> Anniversary celebration held on April 28.

Winkle distributed the Friends history booklet written by Sharon Quicker.

Winkle said that the Friends continue to realize stellar sales in the Bookstore following its recent relocation.

A book sale is scheduled in the Rocca Meeting room on July 19, 20, and 21.

Segalle complimented the members of the Friends for their dedicated support of the library.

## 11. Nominations – President and Vice President

Citing her leadership and future vision for Mead Public Library, Nelson **nominated** Maeve Quinn to continue her role as President of the Board of Trustees for the 2012/13 term. Zylman **seconded** the motion. The motion **passed.** Quinn called for other nominations from the floor.

Zylman **moved** that nominations be closed and a unanimous ballot cast for Quinn. Sampson **seconded.** Motion **passed.**

Wortche noted Henry Nelson's service to the Board as Finance Officer and **moved** to nominate him as Vice President of the Board of Trustees for the 2012/13 term. Zylman **seconded.** The motion **passed.** Quinn called for other nominations from the floor.

Zylman **moved** that nominations be closed and a unanimous ballot cast for Nelson. Sampson **seconded.** Motion **passed.**

## 12. Remarks from incoming officers

Quinn indicated that it is a great honor to continue her role as President of the Board of Trustees. She said that it has been a pleasure to work with Winkle and other library staff members. She indicated she looks forward to the continuing development of

library services based on Mead Public Library Strategic Directions and Initiatives. She noted the Mead Board's judicious blending of private gifts with public financial support as a key to successful application of library resources, as exemplified by the gift from the Foundation accepted earlier in the meeting.

**13. Adopt Schedule of Meetings 2012-2013**

Nelson **moved** and Sampson **seconded** to adopt the schedule of meetings as distributed. The motion **passed**.

**14. Appoint Finance Officer**

Quinn appointed Zylman as the Finance Officer for the 2012/13 term.

**15. Propose a Foundation Liaison**

Quinn proposed that Kathie Norman serve as liaison to the Foundation Board of Directors.

**16. Propose an Eastern Shores Library System Liaison**

Quinn asked that Nelson continue in his role as liaison to ESLS.

**17. Appoint Standing Committee Chairs**

As set forth in the Bylaws, Finance Officer Zylman will chair the Finance Committee. Other board members appointed are: Carlson, Johnson, Nelson, Quinn, and Sampson. As set forth in the Bylaws, Vice President Nelson will chair the Human Resources Committee. Other Board members appointed: Norman, Quinn, Segalle, and Wortche. Appointed to the Information Technology Committee are: Sampson (chair), Norman and Stauber Soik.

**18. Appoint *ad hoc* Building Committee chair and members**

Appointed to the *ad hoc* Building Committee, which will continue to address its current charge, are Wortche (chair), Quinn, Stauber Soik, and Zylman.

**19. Proposing a date for Board of Trustees and Common Council Finance Committee**

Quinn asked that through Administrative Services a mutually agreeable date be arranged. She said that agenda items from both the Library Board and the Finance Committee are submitted for discussion at the joint meeting.

**20. Norman moved to adjourn the meeting. Sampson seconded. The motion passed. Quinn adjourned the meeting at 4:55 p.m.**