

DRAFT  
MINUTES OF THE MEETING  
OF THE  
MEAD PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 22, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, September 22, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ms. Montemayor, Mr. Morgan, Mr. Nelson, Ald. Sampson, Mrs. Segalle, Mr. Stauber Soik, and Mr. Zylman. Absent Board Members: Ms. Wortche. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:45 p.m. and determined there was a quorum present.

2. Ms. Quinn led the Board in the Pledge of Allegiance.

3. Mrs. Nancy Lewis of 311 Michigan Ave., Sheboygan, addressed the Board. Mrs. Lewis, a Board member of the Friends of MPL, thanked the library staff, especially the custodial staff for their help with the Friend's activities. The Friends of MPL had held a Music & Movie sale yesterday that was well-received by the public. The next big book sale will be in November.

Mrs. Segalle thanked Mrs. Meyer for making coffee for the Board meetings and thanked Ms. Quinn for bringing cookies to the meetings.

4. Ms. Montemayor **moved** to approve the minutes of the meetings of August 22 and August 25. **Seconded** by Mrs. Johnson. The minutes were approved, 9 – 0.

5. Ms. Winkle announced that Mrs. Meyer will be retiring at the end of this year. The Board wished her well and thanked her for her many efforts to support the Board and Foundation. Ms. Winkle is trying to use Doodle software to schedule future Committee meetings. There will be a Doodle demonstration for the Board next month. The Human Resources Committee will meet on Tuesday October 13<sup>th</sup> at 1:00 p.m. Ms. Winkle distributed a handout about Overdrive e-content materials now being downloadable on Kindle readers. The state of Wisconsin is setting up a large buying pool to purchase a much larger collection of E-content materials for participating public libraries. Ms. Winkle distributed a brochure for the upcoming Children's Book Festival, October 14-16. The Homework Help project will begin this Saturday, September 24<sup>th</sup> at Mead Public Library (MPL). The annual Wisconsin Library Association conference is coming up and will be held in Milwaukee. Board members who wish to attend may register directly or contact Ms. Winkle. This Saturday as part of the 100,000 Poets for Change project, Wisconsin's poet laureate, Bruce Dethlefsen, will visit Mead Public Library

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at 10 a.m. Sunday, October 2<sup>nd</sup> will be the commemoration of the 10<sup>th</sup> Anniversary of the Fela and Anselm Warschau Room. The program will begin at 2:30 p.m. in the Quiet Study Room (QSR) with local Holocaust survivors and family members attending. The Fela Warschau Memorial essay contest for middle school and high school students will be announced. The public is invited to attend.

6. Committee Reports:

a. Finance Committee:

1. Report of September 13 meeting – Ms. Quinn, Acting Chair.
2. Ms. Quinn introduced review and possible action on expenditure of Future Capital reserve funds for equipment purchases. New Compact Music CD display/storage shelves would take up less space that could be used for the proposed E-content area. Three units would cost \$8,970.00 plus freight. Ten library staff chairs need to be replaced, at a cost not to exceed \$4,000.00. The Board Finance Committee recommended approval of both purchases. Mrs. Segalle **moved** to approve purchasing both items using funds from the Future Capital reserve. **Seconded** by Ms. Montemayor. The motion **passed**, 9 – 0.
3. Ms. Quinn introduced review and possible action on alternative personal services expenditures for inclusion in the 2012 proposed budget based on applying fund equity forward. The Finance Committee referred the matter to the Human Resources Committee for its review and recommendation.
4. Report of September 22 meeting – Mr. Nelson, Chair.
5. Ms. Winkle made a presentation on the 2012 budget development concepts found in Agenda packet Item 6-A-5. The City is changing benefits for non-rep employees and it is expected that they may apply to City employees represented by Local 1564 should it not re-certify. Board practice has been to parallel benefits in Local 1564 contracts, but since there may be no such contracts in the future the Board will need to consider the proposed non-rep benefits plan. Mr. Nelson outlined the differences between the proposed city merit pay plan and the merit plan MPL has had in place since 1994.
6. Mr. Nelson stated review and possible action on a revised budget for 2012 has been deferred pending the Human Resources Committee review of associated personnel matters.
7. Mr. Nelson reported that review and possible action on alternative method(s) of managing gifts to the Library has been deferred to the February meeting of the Finance Committee.

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. **Seconded** by Mr. Zylman. The motion **passed**, 9 – 0.
2. Mr. Zehfus introduced the September 2011 budget status report.
3. There were no line item transfers or budget amendments.
4. Mr. Zehfus distributed a Donation Investment spreadsheet, the 850 expenditure report and the monthly report of gifts received.

7. Director's Report:

- a. Ms. Winkle introduced review and possible action on recognition of Friends of Mead Public Library during National Friends of Libraries Week, Oct. 16 - 22. MPL offers the Friends Board of Officers and Directors a brunch during its monthly meeting in recognition of the Friends and its many contributions to the library, including volunteers and monetary gifts. Mrs. Johnson **moved** to approve providing a recognition brunch for the Friends Board. **Seconded** by Mrs. Segalle. The motion **passed**, 9 – 0.

8. Liaison Reports:

- a. Mr. Nelson reported that the next meeting of the Eastern Shores Library System (ESLS) Board will be on Monday. Any MPL Board member who wishes to attend is invited to this and all ESLS Board meetings.
- b. Ms. Quinn stated the Mead Public Library Foundation has set a goal of adding 20 new members to the Renaissance Society. The Renaissance Society Yuletide Gala is scheduled for December 9<sup>th</sup>.
- c. Ms. Winkle reported that invitations for the upcoming Dinner with Friends event will be going out soon. The event will be on November 12<sup>th</sup> at the Grace Episcopal Church St. Nicholas Hall. Mr. Bernie Markevitch has once again volunteered to prepare the meal.

At this time, Ms. Winkle answered questions about the statistical report included in the agenda packet for the meeting.

9. Ms. Montemayor **moved** to adjourn. **Seconded** by Ald. Sampson. The motion **passed**, 9 – 0. Ms. Quinn adjourned the meeting at 4:48 p.m.

Sharon Winkle, Secretary