

DRAFT
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
December 15, 2011

The meeting of the Mead Public Library Board of Trustees was held on Thursday, December 15, 2011 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ms. Montemayor, Mr. Nelson, Ald. Sampson, Mr. Stauber Soik, Ms. Wortche and Mr. Zylman. Absent Board Members: Mr. Morgan and Mrs. Segalle. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:47 p.m. and determined there was a quorum present.
2. Ms. Quinn led the Board in the Pledge of Allegiance.
3. Ms. Quinn read and distributed the resolution in honor of the service of Kathy Meyer upon the occasion of her retirement. Ms. Montemayor **moved** to adopt the resolution. **Seconded** by Ald. Sampson. The motion **passed**, 8 – 0.
4. There was no public comment.
5. Ms. Montemayor **moved** to approve the minutes of the meeting of November 17. **Seconded** by Mrs. Johnson. The minutes were **approved**, 8 – 0.
6. Ms. Quinn read the letter of resignation from Mr. Morgan, who is resigning due to health concerns. Ms. Winkle informed the Board to expect an e-mail concerning the Library Director performance evaluation. Input from Board members must be sent to the chair of the Human Resources Committee (Ms. Montemayor) by January 15th, 2012. Ms. Winkle distributed a copy of the Mead Public Library Christmas card; it features a picture of the Great Tree decorated by Mr. Bernard Markevitch.
7. Committee Report:
 - a. Finance Committee:
 1. In his report of December 15 meeting, Mr. Nelson stated that the Committee reviewed the current expenditures and recommended their approval for payment. He also reported that the Common Council made no changes to the 2012 Library Budget prior to its adoption. Following adjournment of the meeting, Board members attended a web demo of the 3M Cloud Library e-content service.

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**, 8 – 0.
2. Mr. Zehfus introduced the December 2011 budget status report.
3. Mr. Zehfus introduced the Line Item transfers and budget amendments. Mr. Nelson **moved** to approve the transfers. **Seconded** by Ms. Montemayor. The motion **passed**, 7 – 1 – 0. Voting no: Ald. Sampson.
4. Mr. Zehfus distributed a Donation Investment spreadsheet and the 850 expenditure report; there were no gifts to report.

8. Ms. Winkle began review and possible action on Revision to “Bylaws and Policy Statements of the Mead Public Library Board” including “Family and Medical Leave Policy.” She pointed out changes made to the “Bylaws and Policy Statements of the Mead Public Library Board” draft of 11/15/2011 at the request of the Board during its November meeting. The Board discussed both documents. Ms. Montemayor **moved** to approve the changes to the “Bylaws and Policy Statements” including those to the “Family and Medical Leave Policy.” **Seconded** by Ald. Sampson. The motion **passed**, 8 – 0.

9. Director’s Report:

- a. Ms. Winkle discussed the staff reports on the 2011 summer reading programs, noting that the introduction of online registration and the related library card requirement may have led to reduced participation. She recommends continued use of online registration because it reduces the need for staff interactions with reading program customers. Although checkouts are returning to pre – 2009 levels, requests for services are continuing to increase. Self-service, such as online registration, allows programs to continue even as staffing levels are reduced. Ms. Quinn noted the reports by staff were well written and easy to understand.

10. Liaison Reports:

- a. Mr. Nelson distributed the Bookmobile and Eastern Shores Library System (ESLS) Board meeting schedules for 2012. The ESLS Board recently adopted the 2012 resource library agreement with Mead Public Library.
- b. Ms. Quinn reported that the Renaissance Society Yuletide Gala was held on Friday December 9. The Friends of Mead Public Library provided the food and beverage service with Mr. Markevitch once again volunteering to provide the menu development and food preparation.

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- c. Ms. Winkle reported that 2012 will be the 40th Anniversary of the Friends. The Bookstore will relocate to a more central location on the first floor early next year.

- 11. Ms. Montemayor **moved** to adjourn. **Seconded** by Mr. Nelson. The motion **passed**, 8 –
- 0. Ms. Quinn adjourned the meeting at 4:52 p.m.

Sharon Winkle, Secretary