

**Amended Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
November 17, 2010
Brillion Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Brillion Public Library on Wednesday, November 17, 2010, at 6:30 p.m., by President of the Board, Cheryl Kjelstrup.

Members Present: Leann Buboltz, Cheryl Kjelstrup, Faye Konen, Mary Muellenbach, Ray Mueller, Marilyn Schuh, James VandenBoom (6:37 p.m.), Robert Vollendorf, John Wallace, Darlene Waterstreet

Members Absent: Julie Grinde, Natalie Long, Katherine Ristow, Kerry Trask, Carol Wagner

Others Present: Ginger Brochtrup (until 7:30 p.m.), Julia Davis, Connie Griseto, Chris Moede, Rachel Muchin Young, Rebecca Petersen, Steve Thiry (6:37 p.m.)

Kjelstrup led the introductions and welcomed new Trustee, Ray Mueller.

A motion to rearrange the agenda to move Item # 7 (System IT/ILS Specialist's report) to follow after Item #4 (Communications), was made by Buboltz and seconded by Konen. Motion carried.

Minutes: A motion was made by Schuh and seconded by Vollendorf to accept the minutes of the September 29, 2010, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup further announced that Eastern Shores installed a virtual server, which will provide us with Symantec Endpoint anti-virus software which supports Windows 7. Brochtrup has just finished configuring new computers and installing security software on public computers at Kiel Public Library. She is also checking into cash reporting (to report circulation cash transactions) for the libraries. There was discussion concerning the email addresses of Trustees being published on our website. The email addresses will be removed, but phone numbers will continue to be listed.

Financial Business: The monthly and year-to-date financial reports were discussed. The Board would like the verbiage on the monthly reports to be consistent with the year-to-date report. If these changes are acceptable to the accountant, they will be implemented, starting with our January 2011 Board packet. The topic of rounding numbers on the financial statements was also discussed.

A motion was made by Vollendorf and seconded by Wallace to approve the May, June, July and August 2010 financial reports. Motion carried.

A motion was made by Wallace and seconded by Buboltz to approve the September and October 2010 financial reports. Motion carried.

A motion was made by Wallace and seconded by Vollendorf to approve the September 30, October and November 2010 payment of bills. Motion carried.

A motion was made by Konen and seconded by Vollendorf to approve the LARS financial report through October 2010. Motion carried. It was also confirmed that this is a reserve fund, which MCLS holds for the libraries.

System Director's Report: In addition to the written report in the Board packet, Petersen discussed the WPLC meeting that she attended last week and the following topics covered there: 1) The "Advantage Program", available through Overdrive, which WPLC feels goes against resource sharing, although libraries are limited to the purchase of copies of titles that they already own. 2) Emergency procedures (chain of command) for situations where Workflows or the internet would go down.

Petersen also updated the Board on the status of filling the driver's position. Interviews will start on Tues., November 23. She also discussed changing our web-hosting to Blue Host, which is what Eastern Shores uses. WiLS will create a template, which we can use, and which is included in our subscription.

Member Library Directors' Reports: Reports were presented by Chris Moede, Julia Davis, Rachel Muchin Young (for Cherilyn Stewart), and Steve Thiry.

Unfinished Business: None

New Business:

Update of Board member appointments and reappointments for 2011-2013: Buboltz and Wallace (current Treasurer) will be leaving their positions as Trustees, effective December 31, 2010. Kjelstrup will remain on the Board as a Trustee, but not as President of the Board. Konen and Muellenbach will also remain as Trustees on the Board.

Designate Banking Institution for 2011: A motion was made by Muellenbach and seconded by Waterstreet to name Bank First National as the official banking institution. Motion carried.

Designate Auditor and authorize contract for 2010 audit: Quotes were received from two accounting firms. Anderson Tackman, at \$5,125, was the lower of the two. A motion was made by Muellenbach and seconded by Vollendorf to name Anderson Tackman as the auditor for 2010. Motion carried.

Appoint Board Officer Nominating Committee to nominate officers for 2011: James Vandeenboom will head this committee and bring information to the January 2011 meeting.

Library Legislative Day: A motion to endorse the Library Legislation Day agenda (February 22, 2011) was made by Muellenbach and seconded by Schuh. Motion carried.

Trustee Education: A presentation by Petersen included several hand-outs and covered topics including: Library staff and open records law, electronic communication, open meetings law, and public records law. She also discussed bylaws and operational manuals. Petersen will draft a conflict of interest clause and a trustee continuing education policy and bring them to the January 2011 Board meeting.

Select Dates for 2011 Meetings: A motion to accept the meeting dates listed on the 2011 calendar in the Board packets (Enclosure #18) was made by Muellenbach and seconded by Waterstreet. Motion carried.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, January 26, 2010, at 6:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 7:43 p.m. by Wallace and seconded by Muellenbach. Motion carried.

Respectfully submitted,

Connie Griseto