

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
September 28, 2016  
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 28, 2016, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Robert Vollendorf

**Members Absent:** Rani Beckner, Natalie Long, Peggy Turnbull

**Others Present:** Rebecca Barry, Judy Dietrich, Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst, Glenn Whitcomb

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**Minutes:** A motion was made by Dietrich and seconded by Grinde to accept the minutes of the July 27, 2016, MCLS Board meeting. Motion carried.

**Public Comment:** Self-introductions were given by Glenn Whitcomb, Director of Chilton Public Library, and Rebecca Barry, Library Director Assistant I, both recently appointed by the Chilton Public Library Board. Mueller introduced Judy Dietrich.

Mueller stated that we should start inviting, to our MCLS Board meetings, the board president of the member library which is hosting the meeting.

**Communications:** Petersen circulated a letter from WLA, thanking MCLS for our support and participation in the Wisconsin Library Association Legislative Lobbyist contract.

**Financial Business:** A motion was made by Grinde and seconded by Nessman to approve the July and August 2016 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the August and September 2016 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Gruetzmacher to approve the LARS financial reports through August 2016. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the Reach Out & Read report through August 2016. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen stated that Margie analyzed data of the non-librarians of Manitowoc County, after running reports that flagged any suspicious circulation activity. The numbers were submitted to Manitowoc County, and Manitowoc Public Library (MPL) will see the financial impact in 2017. The amount the County has already overpaid MPL in 2016, based on 2014 circulation numbers, is approximately \$6,000,

which the County will withhold from the 2017 payment to MPL. Also, the amount the County was billed for 2015 circulations, for payment in 2017, was reduced by approximately \$48,000, which will further reduce the county's 2017 payment to MPL. The detective assigned to the investigation has been temporarily assigned to a case of higher priority, so this is on hold. We have provided all information requested, although we are not sure if we will need to provide anything more in the future. Verhelst explained the process she used to analyze the data from the reports.

Discussion was held on the 'Best Practices' recommendations listed in the board packet Director's Report.

**System IT/ILS Specialist's Report:** Verhelst stated that in addition to working on the reports for the investigation, she recently attended the following two workshops:

WiLSWorld (Madison) - included a technology session which provided a template for creating a trainer(s) at libraries

Tech-a-Talka (Stevens Point) - an annual meeting with other system tech people throughout the state

**Member Library Directors' Reports:** Reports were presented by Glenny Whitcomb, Rebecca Barry, D Hankins, Chris Moede, Deb Heus for KPL, Bob Vollendorf for MPL, and Rebecca Petersen for LPL.

#### **Unfinished Business:**

**Approve MCLS funds for creation of patron "how-to" videos:** Marie Bonde of LPL will create new "how-to" videos, each approximately 3 - 5 minutes in length, for the standard rate of \$200 per video. If extensive hours are needed to produce the video, she will track her time, with cost not to exceed \$300 per video. LPL has agreed to allow Marie to update the video content, when needed, as part of her duties as an LPL employee. She would start by creating Overdrive videos, which may consist of three videos. Others to follow include Ancestry.com and A-to-Z Databases. A motion was made by Dietrich and seconded by Muellenbach to approve MCLS funds at \$200 - \$300 per "how-to" video. Discussion ensued concerning if there should be a cap on the number of videos we approve at this time. Also, clarification was provided by Petersen concerning the videos that were already created by Marie, as part of her class. If editing is needed on those videos, they would not be considered "new" unless she needs to make a lot of changes. It was also recommended that we add a link to access the "how-to" videos on each library's website. The motion was amended by Dietrich and seconded by Muellenbach to approve MCLS funds of \$200 - \$300 per "how-to" video, with a cap of ten videos. Motion carried.

#### **New Business:**

**Personnel Committee report:** The Director Evaluation was included in the Board packet (Encl. #9). Kjelstrup stated that she received responses to the director evaluation survey from five member library directors, 13 trustees, and all four employees, and thanked everyone for responding. The results were overwhelmingly positive, with very good comments. It was the consensus of the Board that no action is required for this agenda item. The Board Goals Report was also included in the Board packet (Encl. #10). Kjelstrup stated that goals for the Board include attendance at and preparation for the meetings, and educating ourselves of the roles. She added that our Board does a good job of being prepared and understanding what the Director's job is and what the Board's job is. She encouraged everyone to ask questions and noted that Becky is always open to email.

**Adopt Line Item and Program Budgets:** The 2016 amended budget (Encl. #11) includes the following changes recommended by the Finance Committee:

- The van purchase will be listed under the expense item *Capital Expenses*.
- Reach Out & Read grant revenue will be included under *Grant Revenue*.
- The expense item *Reach Out & Read Grants* was added.

The 2017 proposed budget (Encl. #12) includes the following changes:

- The *Salaries* expense item includes a 3% increase for MCLS staff salaries.
- There is \$8,000 under Reserves for both *Van Replacement* and *Technology*.
- The *Photocopying* expense item has been reduced since we are no longer leasing a copier.

A motion to adopt both the 2016 amended and 2017 proposed budgets, as presented, was made by Kjelstrup and seconded by Vollendorf. Motion carried.

**Adopt System Plan:** Petersen explained that the new system plan is very similar to the previous year, with the exception of new information regarding the grants we are working on. There is not a lot of forward thinking at this time because of the PLSR (Public Library System Redesign) project which is in progress. A motion was made by Grinde and seconded by Muellenbach to adopt the System Plan, with minor edits. Motion carried.

**Approve 2017 Resource Library Agreement:** There have been no changes to the new agreement from the previous year, other than dates. A motion was made by Muellenbach and seconded by Vollendorf to approve the 2017 Resource Library Agreement. Motion carried.

**Trustee & Member Library Directors questions and concerns:** None

**Trustee Education:** A flyer for the Wisconsin Library Association 2016 Annual Conference was included in the Board packets. It is being held October 25-28 at the Potawatomi Hotel & Casino in Milwaukee.

Kjelstrup gave an overview of two very good sessions she watched during Trustee Training Week - *Duties of the 21st Century Board* and *Ensuring the Director's Success*. She also gave an overview of a non-profit training session she attended in Kohler - *The Role of the Board in Strategic Planning*.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, November 30, 2016, at 6:30 p.m., at the Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 7:40 p.m. by Kjelstrup and seconded by Nessman. Motion carried.

Respectfully submitted,

Connie Griseto