

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
March 29, 2017
New Holstein Optimist Chalet**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Optimist Chalet in New Holstein on Wednesday, March 29, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Cheryl Kjelstrup, Michelle Krajnik, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Robert Vollendorf

Members Absent: Natalie Long, Peggy Turnbull

Others Present: Rebecca Barry, Julia Davis, Jeff Dawson, Judy Dietrich, Connie Griseto, Bryan Grunewald (until 6:45 p.m.), D Hankins, Rebecca Petersen, Kristin Stoeger, Margie Verhelst (6:55 p.m.)

A motion was made by Muellenbach and seconded by Kjelstrup to amend the agenda to accommodate the audit report by Bryan Grunewald of Schenck, moving his presentation from Item 10a to immediately following Item 2 - Minutes. Motion carried.

Minutes: A motion was made by Dietrich and seconded by Nessman to accept the minutes of the January 25, 2017, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None.

Financial Business: A motion was made by Kjelstrup and seconded by Nessman to approve the January and February 2017 financial reports. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the February and March 2017 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the LARS financial report through February 2017. Motion carried.

A motion was made by Vollendorf and seconded by Nessman to approve the Reach Out and Read report through February 2017. Motion carried. Petersen stated that the undesignated donations we received in the past came from the Lester Public Library brat fry and organizations and individuals who contributed to the Reach Out and Read program.

System Director's Report: A written report was included in the Board packets. President Trump is proposing to eliminate IMLS (Institute of Museum and Library Services) and LSTA funding for 2018. The 2017 LSTA grant application awards have been delayed, subject to the Continuing Resolution in effect until April 28. We should have more information by May.

State aid for library systems is expected to remain the same. There is a slight increase in funding for groups with state-held contracts such as BadgerLink.

Kjelstrup suggested that it would be good for Board members to participate in the PLSR surveys and add their thoughts, for those who have not signed up yet.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has conducted two Sirsi BlueCloud Analytics training sessions for library staff. The software is very valuable and as we learn more about how to use it we are finding a lot more uses for it.

Member Library Directors' Reports: Reports were presented by D Hankins, Rebecca Barry, Jeff Dawson, Julia Davis, Becky Petersen for Chris Moede, and Kristin Stoeger.

Mueller reported that a recent news article stated that the Laack family has established two charitable funds - one which is for public or school libraries in six Calumet County communities.

Unfinished Business: None

New Business:

Review of 2016 Audit Financial Statements by Schenck: Board members received copies of the 2016 Annual Financial Report and Management Communications in their Board packets. Bryan Grunewald of Schenck reviewed the report and answered questions. He also stated that trustees may contact him if they have concerns throughout the year. A motion to accept the 2016 audit report was made by Muellenbach and seconded by Kjelstrup. Motion carried.

Approve 2016 Annual Report: The MCLS 2016 annual report was included in the packets. A motion was made by Grinde and seconded by Muellenbach to approve the 2016 annual report. Motion carried. The report has been submitted to the DPI. Several trustee email addresses listed on the report will be revised. Petersen noted that our collaboration with other systems has been increasing.

Approve the Winnefox Reciprocal Borrowing Agreement: The last time this agreement was approved was 1995. The format on the new report has changed, and the language changed slightly, adding #4 to the second page which states "Systems shall share planning information concerning library system services and other activities as may be mutually beneficial to both systems". Petersen noted that we have an agreement with all of the library systems except for Bridges. Bridges felt it was not necessary to have the agreement since we don't have adjacent counties. A motion to approve the Winnefox Reciprocal Borrowing Agreement was made by Vollendorf and seconded by Nessman. Motion carried.

Set dates and times for Manitowoc and Calumet County Library Service Advisory Committee meetings: A motion was made by Muellenbach and seconded by Kjelstrup to accept the following dates and times for the Library Service Advisory Committee meetings:

Calumet County Wednesday, May 17, 2017 - 5:00 p.m. at Chilton Public Library
Manitowoc County Tuesday, May 16, 2017 - 5:00 p.m. at Manitowoc Public Library

Motion carried. It was mentioned that all trustees on member library boards are welcome to attend the meeting to learn more about the adjacent county reimbursement process.

Trustee & Member Library Directors questions and concerns: None

Trustee Education: As a result of a discussion at a recent Directors' Meeting, Petersen asked Board members what they would like to hear from member library directors at the MCLS Board meetings. Historically, the directors were asked to speak about budget issues, however, this has expanded into the directors giving an overview of programs and projects at each of their libraries. It was the consensus of the MCLS Board that the Directors continue to report on their programming, as they have been doing. Trustees stated that they enjoy hearing about the projects and programs the libraries offer and would like it to continue, and if there are budgetary or finance issues to let us know and we will see if we can help.

Mueller stated that the Chilton Times Journal has stopped publishing.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, May 31, 2017, at 6:30 p.m., at Kiel Public Library.

Adjourn: A motion to adjourn was made at 7:35 p.m. by Grinde and seconded by Gruetzmacher. Motion carried.

Respectfully submitted,

Connie Griseto