

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
July 26, 2017
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Lester Public Library on Wednesday, July 26, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Carol Gruetzmacher, Michelle Krajnik, Ray Mueller, Cheryl Nessman, Jeremy Sehloff (6:31 p.m.), Peggy Turnbull

Members Absent: Julie Grinde, Cheryl Kjelstrup, Natalie Long, Mary Muellenbach, Darcie Schwalenberg-Kesler, Robert Vollendorf

Others Present: Jeff Dawson, Judy Dietrich, Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst

Minutes: Chris Moede's name will be added to the May 31, 2017, minutes under 'Others Present'. A motion was made by Nessman and seconded by Krajnik to accept the minutes of the May 31, 2017, MCLS Board meeting, as corrected. Motion carried.

Public Comment: None

Communications: None.

Financial Business: A motion was made by Turnbull and seconded by Gruetzmacher to approve the May and June 2017 financial reports. Motion carried.

A motion was made by Nessman and seconded by Turnbull to approve the June and July 2017 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Krajnik to approve the LARS financial report through June 2017. Motion carried.

A motion was made by Gruetzmacher and seconded by Nessman to approve the Reach Out and Read report through June 2017. Motion carried. The balance of undesignated donations is now listed at the end of the report.

System Director's Report: A written report was included in the Board packets. Petersen notified Board members that we are looking for new trustees to join the Board. We currently have one vacancy, and may have one or two additional vacancies later this year or early next year.

Petersen will be meeting again with the manager and assistant manager at Bellin Health in Brillion to go over the Reach Out and Read (ROR) program. Petersen and Terry Ehle of Lester Public Library are working on a grant application through the Aurora Foundation for ROR. Discussion was held concerning measuring the impact of the ROR program. It was noted that the program starts at one month and continues through age five.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has been working on Faronics software issues with the libraries' public computers.

Verhelst and Petersen have been meeting with each Director to discuss future technology needs. They will then compile all of the information and update the Library Technology and Resource Sharing Plan, which will be submitted to the Board.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Chris Moede, and Ray Mueller for Chilton Public Library. Petersen distributed a report from Kristin Stoeger.

Unfinished Business: None

New Business:

Schedule Finance Committee meeting to review 2018 Budget Proposal and 2017 Budget Revision: The Finance Committee will meet at the Manitowoc Public Library on Wednesday, August 23, 2017, at 5:15 p.m., to review the 2018 proposed budget and 2017 amended budget. Finance Committee members are Kjelstrup, Krajnik and Mueller.

Schedule Personnel Committee meeting for Director's annual performance review: The Personnel Committee will meet at the Manitowoc Public Library on Wednesday, August 23, 2017, at 6:15 p.m., to discuss the Director's annual performance review. Personnel Committee members are Kjelstrup, Mueller and Turnbull.

Approve Lease Agreement Renewal: The proposed lease was included in the Board packets as Enclosure #10. There were no changes from the previous lease except for a correction to show the annual rent as \$6,000. A motion was made by Dietrich and seconded by Beckner to renew the Lease Agreement between MCLS and MPL. Motion carried.

Trustee & Member Library Directors questions and concerns: None

Trustee Education: Trustee Training Week webinars are coming up in August. Yellow flyers were distributed in the Board folders. It was noted that the PLSR group will be presenting the current status of the project at the Friday, August 25, webinar.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, September 27, 2017, at 6:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 7:11 p.m. by Turnbull and seconded by Nessman. Motion carried.

Respectfully submitted,

Connie Griseto