

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
November 29, 2017  
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 29, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Carol Gruetzmacher, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

**Members Absent:** Rani Beckner, Julie Grinde, Michelle Krajnik, Natalie Long, Robert Vollendorf

**Others Present:** Rebecca Barry, Jeff Dawson, Judy Dietrich, Connie Griseto, D Hankins, Chris Moede, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Turnbull to accept the minutes of the September 27, 2017, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Mueller circulated a publication from "Future 15", listing young professionals of Manitowoc County, and featuring Board member Jeremy Sehloff and member library Director Kristin Stoeger.

**Financial Business:** A motion was made by Muellenbach and seconded by Kjelstrup to approve the September and October 2017 financial reports. Motion carried.

A motion was made by Kjestrup and seconded by Nessman to approve the October and November 2017 payment of bills. Motion carried.

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

A motion was made by Nessman and seconded by Kjelstrup to approve the Reach Out and Read report through October 2017. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen gave an overview of the upcoming vote by the FCC regarding net neutrality. She will send trustees a link to an ALA article and email petition.

The BPL Trust Fund will deposit a \$1,000 grant from the Endries Family Foundation for Reach Out and Read. We are not expecting any more grant funding for Reach Out and Read for this year.

Discussion was held concerning the upcoming Calumet County Board meeting, which will address the changes to the *Calumet County Library Agreement and Plan for Public Library Service*.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst is continuing to work on security software for the public computers and has made much progress in dealing with some of the issues that had been occurring.

**Member Library Directors' Reports:** Reports were presented by Chris Moede, Kristin Stoeger, Jeff Dawson, D Hankins and Rebbecca Barry. Petersen has been in discussion with a very knowledgeable consultant from South Central Library System regarding providing assistance for CPL's building project. She noted that MCLS would be willing to cover the fee for the consulting service, not to exceed \$500.

**Unfinished Business:** None

**New Business:**

**Update of Board member appointments and reappointments for 2018-2020:**

Five Board members had terms expiring at the end of 2017. Schwalenberg-Kessler and Sehloff have agreed to remain on the MCLS Board for another term. Petersen will contact Grinde to determine if she will remain on the Board. Gruetzmacher and Long have declined reappointment. Petersen thanked them for their service to the MCLS Board and is currently seeking new Board members to fill three vacancies for Manitowoc County.

**Designate Banking Institutions for 2018:** Kjelstrup moved that we continue with the two banks that we have been using – Bank First National and Investors Community Bank. Seconded by Muellenbach. Motion carried.

**Appoint Board Officer Nominating Committee to nominate officers for 2018:**

Nessman, Schwalenberg-Kessler and Turnbull volunteered for the Board Officer Nominating Committee. They will contact Board members via email and bring the information to the January 2018 meeting.

**Trustee & Member Library Directors questions and concerns:** Discussion was held concerning what it would take for our Board Officer terms to be two years instead of the current one-year term. This would need to be changed in our bylaws, which would require two Board meetings – one to propose and one to vote. Another possible change suggested for our bylaws is to combine the Secretary and Treasurer into one position. Other language in the bylaws could also be looked at, including where it states that all of our meetings will be held at MPL unless otherwise designated.

**Trustee Education:** The revised *Calumet County Library Agreement and Plan for Public Library Service* will be voted on at the Calumet County Board meeting being held on December 19, 2017, at 8:30 a.m.

Dawson gave an overview on the progress of the PLSR Project. He is the leader of the Resource Library Workgroup. He also referred Board members to the PLSR.info website to follow the progress being made. Petersen added that Russell Consulting will be selecting library directors, from a list of those who volunteered, to form PLSR focus groups. Directors from our system who have volunteered include Hankins, Moede and Stoeger. It was also noted that the PLSR regional meetings have been informative.

Library Legislative Day will be held on Tuesday, February 20. Registration forms were distributed in the Board folders. It is a good opportunity to meet the legislators and MCLS will cover the registration cost for trustees who are interested in attending.

**Select Dates for 2018 meetings and confirm date (January 31) and set place for next meeting:**

A motion was made by Dietrich and seconded by Kjelstrup to approve the 2018 meeting dates and places as presented in Enclosure #11. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 31, 2018, at 6:30 p.m., at the Manitowoc Public Library. Mueller reminded trustees to notify us if you're not going to be able to make a meeting on any of the dates presented.

**Adjourn:** A motion to adjourn was made at 7:25 p.m. by Kjelstrup and seconded by Muellenbach. Motion carried.

Respectfully submitted,

Connie Griseto