

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
January 31, 2018
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, January 31, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Jeremy Sehloff, Peggy Turnbull

Members Absent: Michelle Krajnik, Darcie Schwalenberg-Kesler, Robert Vollendorf

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

Minutes: A motion was made by Dietrich and seconded by Beckner to accept the minutes of the November 29, 2017, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Grinde noted that there will be a forum for the five candidates for Manitowoc County Circuit Court Judge at the Manitowoc City Hall on February 1.

Mueller circulated a Herald Times Reporter newspaper article about MCLS, written by Jeff Dawson.

Petersen stated that we received two Manitowoc County Clerk notices, reappointing Grinde and Sehloff to the Board.

Financial Business: A motion was made by Kjelstrup and seconded by Grinde to approve the November and December 2017 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the December 2017 and January 2018 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets.

We will be receiving \$1,500 for Reach Out and Read books from Aurora Health Care, which will be processed through the Lester Public Library Foundation. We also received book credits from the Reach Out and Read Wisconsin/Children's Health Alliance of Wisconsin. We submitted a letter of intent to United Way for Reach Out and Read funding, and Petersen and Terry Ehle of Lester Public Library recently attended a United Way meeting. Lester Public Library is storing the Reach Out and Read books for future distribution.

Petersen stated that we recently received the laptops, which are one of the mainstays of the makerbox project we are working on.

Discussion was held regarding the timeline for the final phase of the PLSR project. The Steering Committee recommendations will be sent to Wisconsin Superintendent of Public Instruction (currently Tony Evers) around August of this year. The Steering Committee is currently accepting applications for 55 CRC (Core Recommendation Collaborator) volunteer positions. Petersen has applied for a CRC position as well as to be a Model Development Summit Participant.

System IT/ILS Specialist's Report: A written report was included in the packets. The work on the security software for the public computers has been completed, and she will now make sure there are no issues with the new release of the software.

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

Unfinished Business: None

New Business:

Adopt General Records Schedule - Wisconsin's Public Libraries and Public Library Systems and Related Records: The Schedule was included in the Board packets as Enclosure #10. Differences from the previous Schedule include more references to electronic records and a number of items are now listed under Revision History with online links to the most recent information. A motion was made by Dietrich and seconded by Grinde to adopt the General Records Schedule - Wisconsin's Public Libraries and Public Library Systems and Related Records, dated June 12, 2017. Motion carried.

Proposed Amendment to the Constitution and Bylaws sections located in Article IV Officers and Article VII Administration: The proposed changes include having Officers in place for two years instead of their current one-year terms, and a new title of Secretary-Treasurer, to replace having both a Secretary and a Treasurer. A motion was made by Dietrich and seconded by Turnbull to adopt the proposed amendment to the Constitution and Bylaws in Article IV Officers and Article VII Administration, with minor grammatical changes. Motion carried.

Election of Officers for 2018: The Nominating Committee (Nessman, Schwalenberg-Kessler and Turnbull) nominated the following officers for 2018:

Ray Mueller - President
Peggy Turnbull - Vice President
Cheryl Kjelstrup - Secretary-Treasurer

Dietrich moved to close nominations for the election of officers for 2018/2019 and cast a unanimous ballot for the slate of officers as presented by the Nominating Committee. Seconded by Muellenbach. Motion carried.

Authorize President to Sign the 2017 Annual Report: A motion was made by Muellenbach and seconded by Grinde to authorize the president to sign the 2017 annual report when it is completed. Motion carried. The 2017 report will need to be submitted to the DPI prior to the MCLS Board meeting in March. A copy will be included in the March meeting packet.

Authorize Purchase of Tickets to the Manitowoc Public Library Foundation 2018 Fundraising Gala: A motion was made by Dietrich and seconded by Kjelstrup to authorize MCLS to purchase tickets for the March 2018 MPL Fundraising Gala, for Board members or staff who would like to attend. Motion failed.

Approved Updated MCLS Library Technology and Resource Sharing Plan 2015-2019: Petersen stated that the goals of the plan have changed significantly since we first drafted it in 2015. Goal #4 reflects suggestions which came in from member library directors. Extra 2018 system funding has allowed us to purchase the components to create makerboxes. In 2019 we plan to purchase extra databases. Three lines on the last page of the Plan, under Salaries and Benefits, have very minor changes. A motion was made by Dietrich and seconded by Kjelstrup to approve the updated Library Technology and Resource Sharing Plan 2015-2019, with minor grammatical changes and minor budget changes. Motion carried.

Trustee & Member Library Directors questions and concerns: We currently have 12 trustees and three trustee openings. Our bylaws state that a majority of the currently appointed System Board members shall constitute a quorum. We will have a new trustee from Manitowoc County starting in February and another potential trustee from Manitowoc County who Petersen will contact.

The *Calumet County Library Agreement and Plan for Public Library Service* was amended and approved by the Calumet County Board in December 2017. Petersen noted that DPI had a few minor wording change suggestions and she will work with Calumet County Corporation Counsel to finalize.

Trustee Education: Rebecca Barry presented an overview and demonstration of the Amazon Echo, with examples of how they are currently using it at Chilton Public Library as well as other potential ways in which it can be used.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 28, 2018, at 6:30 p.m., at the New Holstein Public Library.

Adjourn: A motion to adjourn was made at 7:55 p.m. by Muellenbach and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto