

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
March 28, 2018
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 28, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

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

Members Absent:

Others Present: Rebecca Barry, Jeff Dawson, Judy Dietrich, Amy Eisenschink, Connie Griseto, Bryan Grunewald (until 6:50 p.m.), D Hankins, Rebecca Petersen, Margie Verhelst

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

Minutes: A motion was made by Dietrich and seconded by Krajnik to accept the minutes of the January 31, 2018, MCLS Board meeting, with the spelling correction of Kjelstrup's name under Financial Business. Motion carried.

Public Comment: None

Communications: Several MCLS trustees attended Manitowoc Public Library's fundraising gala. Eisenschink reported that the gala was very successful.

Petersen circulated an article from the Brillion News recognizing the Endries Family Foundation's contribution to the Reach Out and Read program at Bellin Clinic in Brillion.

Financial Business: A motion was made by Grinde and seconded by Turnbull to approve the January and February 2018 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Nessman to approve the January 31, February and March 2018 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Vollendorf to approve the LARS financial report through February 2018. Motion carried.

A motion was made by Krajnik and seconded by Turnbull to approve the Reach Out and Read report through February 2018. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen is submitting a grant application to United Way this week, asking for \$10,000 funding for Reach Out and Read. She is also looking into applying for a Packers Foundation grant.

Congress has recently passed a FY2018 omnibus spending bill, which includes \$5.7 million for LSTA (Library Services and Technology Act). DPI plans to use the LSTA funds they receive this year primarily for inclusive services, preserving resources digitally, and coding.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst reported that all makerbox items have now been received and she is working on setting up the laptops. She will bring various components of the makerboxes to future Board meetings to show the trustees some of the items we purchased.

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

Unfinished Business:

2017 Manitowoc-Calumet Library System Annual Report: The MCLS 2017 Annual Report was sent to DPI in late February, and was included in the Board packets (Enclosure #11). Discussion ensued about collaborative activities. Petersen stated that she met with Nicolet, OWLS and Winnefox managers to discuss collaboration of continuing education programs. MCLS has benefitted in the past from the continuing education opportunities provided by these systems. We would now like to compensate them for a portion of this service, and in return we will be able to offer in-person opportunities in our area.

New Business:

Review of 2017 Audit Financial Statements by Schenck: Board members received copies of the 2017 Annual Financial Report and Management Communications in their Board packets. Bryan Grunewald of Schenck gave an overview of the report and answered questions. A motion to accept the 2017 audit report was made by Kjelstrup and seconded by Vollendorf. Motion carried.

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

<u>Calumet County</u>	Wednesday, May 16, 2018 - 5:00 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Tuesday, May 15, 2018 - 5:00 p.m. at Manitowoc Public Library

Motion carried. Meeting dates were set slightly later this year to allow more time to collect numbers from the other systems. Petersen will pursue obtaining accurate numbers from these systems prior to the meetings.

Set up meeting to review PLSR Steering Committee Recommendations: The PLSR Steering Committee is willing to send a representative to meet with our trustees at a meeting to take place between June 11 - July 20 (after their recommendations are announced). This will be a good opportunity for our Board to have their questions and concerns addressed and provide feedback to the Steering Committee. A motion was

made by Vollendorf and seconded by Turnbull to set up a meeting during this timeframe, to be held at the Chilton Public Library. Rebecca Barry from Chilton Public Library will provide dates which we will send to the Steering Committee for consideration, and Petersen will determine the meeting date and time and update the Board at our May Board meeting or sooner. Motion carried. The meeting will be open to MCLS trustees as well as trustees of our member libraries.

Trustee & Member Library Directors questions and concerns: None

Trustee Education:

PLSR overview and timeline: Petersen reviewed the following next steps as stated in a recent PLSR newsletter:

- o Early April - April 23 - Workgroup recommendations will be available.
- o March 12 - June 11 - Steering Committee and CRCs (Core Recommendation Collaborators) will report on their development of a vision for administrative, governance, and funding structures.
- o June 11 - July 20 - Public comment period
- o July 30 - July 31 - Model Development Summit
- o Fall of 2018 - Steering Committee plans to deliver their recommendations to DPI.

Dawson also gave an overview of his work leading the Resource Library Workgroup.

Petersen noted that even before the PLSR results are announced, there is collaboration being done amongst systems. OWLS and Winnefox are talking about an ILS merger. There is continuing education collaboration with various systems as well.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, May 30, at 6:30 p.m., at Kiel Public Library. Mueller requested that if any of the trustees are not able to make the meeting, please let Petersen know as soon as you are able to.

Adjourn: A motion to adjourn was made at 8:04 p.m. by Kjelstrup and seconded by Nessman. Motion carried.

Respectfully submitted,

Connie Griseto