

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
July 25, 2018
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 25, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Michelle Krajnik, Ray Mueller, Cheryl Nessman, Mary Muellenbach, Jeremy Sehloff, Peggy Turnbull

Members Absent: Rani Beckner, Darcie Schwalenberg-Kesler, Robert Vollendorf

Others Present: Jeff Dawson, Judy Dietrich, Connie Griseto, Rachel Hitt, Linda Hunter, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

Mueller led the introductions and welcomed new MCLS Board member/Manitowoc Public Library representative Linda Hunter and new Brillion Public Library Director Rachel Hitt. Linda Hunter's appointment to the MCLS Board will be official once approved at the August 2018 Manitowoc County Board meeting.

Minutes: A motion was made by Baumann and seconded by Turnbull to accept the minutes of the May 30, 2018, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

Financial Business: A motion was made by Kjelstrup and seconded by Grinde to approve the May and June 2018 financial reports. Motion carried.

A motion was made by Grinde and seconded by Kjelstrup to approve the June and July 2018 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Nessman to approve the LARS financial report through June 2018. Motion carried. Petersen explained that MCLS maintains the LARS account for member libraries who would like to set aside funds for future technology needs.

A motion was made by Baumann and seconded by Muellenbach to approve the Reach Out and Read report through June 2018. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen submitted a grant application to the Packers Foundation for Reach Out and Read. Baumann provided a list to Petersen of other organizations which may be able to help fund Reach Out and Read. He also plans to create a letter to send to businesses in our two counties who may be able to contribute to the program. Petersen noted that there are other Reach Out and Read partners in our area (outside of the libraries), however, MCLS, with assistance from Terry Ehle of

Lester Public Library, has taken on the responsibility of keeping the program running by seeking funding and purchasing and distributing the books. The books are stored at Lester Public Library and delivered by MCLS, as needed, to the clinics.

Our summer intern started in early June and is working about 20 hours per week on Arduino programming for use with the MCLS makerboxes. He works from home, setting up programs, and is expected to complete the project in August.

The MCLS Reads Event Committee, consisting of Petersen, Glenny Whitcomb, Chris Hamburg and Roxanne Staveness, has reached an agreement on a book for our Community Read Event – "*The Death and Life of the Great Lakes*", by author Dan Egan. Promotion will begin in January 2019, with programs in March and April. Funding is being split between MCLS and our libraries.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has been attending meetings around the state and discussing with other ILS/IT personnel ways to collaborate and work together.

Verhelst has been working with Manitowoc Public Library to set up virtual library cards for the Lutheran schools.

The makerboxes are very popular and have been going out to member libraries and being used for Summer Reading Programs.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Rachel Hitt, Kristin Stoeger, and Rebecca Petersen for Chilton Public Library and New Holstein Public Library.

Unfinished Business: None

New Business:

Approve System Sponsorship of 2018 WLA Conference: A motion was made by Muellenbach and seconded by Kjelstrup to approve the \$250 System sponsorship of the 2018 WLA Conference. Motion carried.

Approve Continuing Education Agreement between Winnefox and MCLS, NFLS, and OWLS (Enclosure #10): A motion was made by Dietrich and seconded by Grinde to approve the Continuing Education Agreement (Enclosure #10). Motion carried. The term of this Agreement is for the period January 1, 2019 through December 31, 2019. MCLS agrees to pay Winnefox \$2,102, calculated using a formula based on number of staff and other factors. MCLS has benefited in the past from continuing education opportunities provided by Winnefox and this agreement provides fair compensation.

Schedule Finance Committee Meeting to Review 2019 Budget Proposal and 2018 Budget Revision: The Finance Committee, consisting of Kjelstrup, Mueller and Sehloff, will meet at 5:15 p.m. on Wednesday, August 15, 2018, at the Manitowoc Public Library.

Schedule Personnel Committee Meeting for Director's annual performance review: The Personnel Committee, consisting of Kjelstrup, Mueller and Turnbull, will meet at 6:00 p.m. on Wednesday, August 15, 2018, at the Manitowoc Public Library.

Trustee & Member Library Directors questions and concerns: The contribution of \$250 from each system for the 2018 WLA conference is a new request by WLA to cover a budget shortfall this year.

Trustee Education:

PLSR Update: Petersen and Stoeger will be attending the PLSR Model Development Summit on July 30 and 31. Petersen has been assigned to the Technology Workshop. The Summit participants will be going over the feedback received on the proposed two models -- Y and W. There may be more changes and there will be another round of feedback.

Trustee Training Week (Enclosure #11): A brochure was included in the Board packets. Trustees are encouraged to tune in to the webinars which will be held from noon - 1:00 p.m. on August 13 - 17. It was noted that the webinars are usually very interesting and helpful. They will be recorded and available for those who are not able to listen live.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, September 26, at 6:30 p.m., at Chilton Public Library.

Adjourn: A motion to adjourn was made at 7:30 p.m. by Kjelstrup and seconded by Krajnik. Motion carried.

Respectfully submitted,

Connie Griseto