

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
September 26, 2018
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 26, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Michelle Krajnik, Ray Mueller, Jeremy Sehloff, Peggy Turnbull, Robert Vollendorf

Members Absent: Rani Beckner, Mary Muellenbach, Cheryl Nessman, Darcie Schwalenberg-Kesler

Others Present: Judy Dietrich, Connie Griseto, Rachel Hitt, D Hankins, Rebecca Petersen, Margie Verhelst, Glenn Whitcomb

Minutes: A motion was made by Dietrich and seconded by Baumann to accept the minutes of the July 25, 2018, MCLS Board meeting. Motion carried.

Public Comment: Julie Grinde brought in a new book which our libraries may be interested in – *Spirit of the Rivers, a Story in Bronze*, by Kerry Trask.

Communications: The Manitowoc County Clerk sent official notification of Linda Hunter's appointment to the MCLS Board.

Glenn Whitcomb, on behalf of MCLS, participated in the Inclusive Services Institute which was offered by DPI's Public Library Development Team. She will be presenting at the WLA Conference in October.

Rachel Hitt has been certified as a library director through 2023.

Financial Business: A motion was made by Turnbull and seconded by Vollendorf to approve the July and August 2018 financial reports. Motion carried.

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

A motion was made by Krajnik and seconded by Turnbull to approve the LARS financial report through August 2018. Motion carried.

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

System Director's Report: A written report was included in the Board packets. Petersen recently participated in MPL's Baby Bash, representing Reach Out and Read. She will also be participating in Aurora's Baby Bootacular in late October.

The PLSR project is focusing on several items to build around in order to move forward:

- Regionalization of technology
- Delivery
- Discovery layer
- CE (continuing education) portal

Restructuring is not necessarily needed for certain changes. The CE portal could be on a server, with classes and webinars available in one centralized area. The Discovery layer, which would provide an alternative to having systems change their ILSs (integrated library systems), is similar to Wiscat, but more user friendly.

MCLS is planning to offer additional Arduino workshops for library staff. The Arduino components are designed to introduce and create an interest in coding for youth.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst and system IT managers from around the state recently attended the annual Tech-a-Talka conference in Stevens Point. They discussed collaboration amongst systems, including group purchasing and backups (which wouldn't affect MCLS since our ILS is in the cloud).

Member Library Directors' Reports: Reports were presented by Glenny Whitcomb, D Hankins, Rachel Hitt, and Rebecca Petersen for Lester Public Library and Kiel Public Library. Petersen will forward an email from Kristin Stoeger to the trustees. Petersen noted that there was a good turnout of staff from member libraries who attended Technology Day in Appleton.

Unfinished Business: None

New Business:

Personnel Committee Report (Enclosures #10 and #11): Kjelstrup reported that the Director Evaluation survey responses were very positive, noting Petersen's efforts with PLSR, Reach Out and Read, reaching out to the community, and answering questions promptly. A couple of suggestions are listed under goals on the report.

The Board Goals Report listed universal recommendations/expectations for trustees. Mueller stated that Trustee Training Week webinar archives are now available online. He highly recommends "*From Advocate to Activist*" by Patrick Sweeney. For newer trustees and directors he recommends "*Effective Boards Have Effective Meetings!*" by Christine Hage. The webinars are available at www.wistrusteetraining.com. Petersen will email the link to trustees.

A motion was made by Grinde and seconded by Vollendorf to accept the Personnel Committee evaluation of the Director and the goals identified for the Board. Motion carried.

Adopt Line Item and Program Budgets (Enclosures #12 and #13): Petersen explained that adjustments were made to the 2018 amended budget based on what we've spent so far this year. The proposed 2019 budget is very similar, with no significant changes. We will see an increase of \$20,000 in state aid for 2019, designated by DPI to be used for workforce development, coding and technology, and lifelong learning; it is not to be used as part of our operating budget. We are planning to add another laptop lab, which will be set up for STEM programs and resume writing. We are also planning to add additional online databases such as Transparent Languages, an arts and crafts database, and Overdrive Advantage titles to widen our e-book selection and reduce hold times for our patrons. A motion was made by Kjelstrup and seconded by Turnbull to adopt the 2018 amended budget and 2019 proposed budget. Motion carried.

Adopt System Plan: A motion was made by Dietrich and seconded by Grinde to adopt the 2019 System Plan, with the spelling corrections noted by Mueller. Motion carried.

MCLS and surrounding library systems are organizing a strategic plan group session, led by WiLS, which all member libraries will be welcome to take part in.

Approve 2019 Resource Library Agreement: Petersen noted a small change in wording under the Services Included/Collection Development Recommendations section on page 2. MPL is taking requests for physical and Overdrive Advantage material. A motion was made by Kjelstrup and seconded by Vollendorf to approve the 2019 Resource Library Agreement. Motion carried.

Approve a 3-year contract with Faronics for security software: Verhelst explained that Faronics is a product we'll be staying with, and many other systems currently use it. A motion was made by Vollendorf and seconded by Hunter to approve the 3-year contract with Faronics. Motion carried.

Trustee Education:

Report from the United Way Manitowoc County's Rally for Change: Mueller attended the recent United Way Manitowoc County meeting. Due to a significant decrease in fundraising revenue in 2017, a number of organizations did not receive grants this year, including MCLS for our Reach Out and Read program.

Petersen noted that the Reach Out and Read program includes children ages 5 and under. The books for the program are required to be new, however, some clinics do provide new and gently used books in their waiting rooms.

Petersen and Glenn Whitcomb are looking into establishing the Reach Out and Read program at Ascension Clinic in Chilton.

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

Adjourn: A motion to adjourn was made at 7:27 p.m. by Kjelstrup and seconded by Baumann. Motion carried.

Respectfully submitted,

Connie Griseto