

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
November 28, 2018
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 28, 2018, at 6:32 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Rani Beckner, Ron Dietrich (6:35 p.m.), Linda Hunter, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull

Members Absent: Julie Grinde, Michelle Krajnik, Cheryl Nessman, Jeremy Sehloff, Robert Vollendorf

Others Present: Judy Dietrich (6:35 p.m.), Connie Griseto, Rachel Hitt, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

Minutes: A motion was made by Baumann and seconded by Beckner to accept the minutes of the September 26, 2018, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Petersen circulated an article from the Tri-County News in which Julia Davis was named 2018 Citizen of the Year in Kiel.

Mueller listened to a November 23 broadcast on Wisconsin Public Radio's Morning Show and suggested that trustees listen to the archives, which can be found at <https://www.wpr.org/shows/librarian-explains-why-libraries-still-matter-2018>. Petersen will email the link to trustees.

Financial Business: A motion was made by Kjelstrup and seconded by Baumann to approve the September and October 2018 financial reports. Motion carried.

A motion was made by Turnbull and seconded by Hunter to approve the October and November 2018 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Petersen stated that we will be hearing from the Green Bay Packers Foundation very soon regarding the Reach Out and Read grant application we submitted. She also has an upcoming meeting with the Reach Out and Read Committee to plan future fundraising for the Reach Out and Read program in our area.

Petersen noted that Kiel Public Library and New Holstein Public Library are planning to go fine-free on children's materials, in an effort to take away barriers for children to use the library. The other libraries are supportive of them moving forward with this.

Discussion was held concerning reminder notices for overdue items. While notices are received prior to the due date, it would be helpful to receive another notice once an item goes into overdue status. It was determined that Lester, Manitowoc and New Holstein do send out notices once an item is overdue, but Brillion, Chilton and Kiel only send out notices for patrons who receive text message notifications. Petersen and Verhelst will pursue this issue.

It was noted that the PLSR report is expected to be presented to the DPI on December 21, 2018, shortly before Tony Evers leaves the office of Superintendent.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has completed another round of Faronics updates (security software for public computers) for the libraries. She has also recently gotten Cash Management reporting working. This is a program that Chilton and Manitowoc will use to keep better track of money they collect.

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

Unfinished Business: None

New Business:

Update of Board member appointments and reappointments for 2019-2021

(Enclosure #10): Four Board members have terms expiring at the end of 2018. Mueller and Turnbull have agreed to remain on the MCLS Board for another term. Vollendorf has declined reappointment. Petersen will contact Nessman to find out her intentions, and will also be looking for an additional trustee from Manitowoc County.

Designate Banking Institutions for 2019: Muellenbach moved that we continue with the two banks that we have been using – Bank First and Investors Community Bank. Seconded by Kjelstrup. Motion carried.

Adopt amended Line Item and Program Budget for 2018 (Enclosure #11): A motion was made by Kjelstrup and seconded by Beckner to accept the 2018 amended budget as presented (Enclosure #11). Motion carried. Petersen noted that the increase under technology was due to the three-year Faronics agreement.

Trustee Education:

Library Board Member Reference Document (Enclosure #12): The *Library Board Member Reference Document* in the Board packets was created by Bridges Library System and shared with Directors at WLA. Mueller and Petersen highlighted several areas for our trustees to review, including the yellow box on the right - *Best Practices for Board Meetings*, and the green box on the left - *The Three Legal Duties Of a Board Member*, specifically the *Duty of Care* section. It was also recommended that this document be forwarded to city council and county board members. Petersen will suggest this at the next Directors meeting.

Petersen noted that Mark Arend is again planning Trustee Education Workshops for mid-May 2019. She will keep trustees informed.

Courtney Pelot, former Miss Wisconsin and currently the Marketing and Brand Strategy Manager for United Way-Manitowoc County, will be presenting for us at our January 2019 Board meeting. She promoted youth and literacy during her tenure as Miss Wisconsin. Her presentation will be placed at the beginning of the January meeting agenda, following Communications.

It was the consensus of the Board that draft minutes from the Board of Trustees meetings be sent via email to all Trustees once they are available - typically within several days of the meeting. This will help those who have missed the meeting to stay informed. (The minutes will continue to be included in the next meeting's Board packets for approval, approximately two months later.)

Select dates for 2019 meetings and confirm date and set place for next meeting: A motion was made by Baumann and seconded by Dietrich to approve the 2019 meeting dates and places as presented in Enclosure #13. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 30, 2019, at 6:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 7:20 p.m. by Kjelstrup and seconded by Beckner Motion carried.

Respectfully submitted,

Connie Griseto