

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
May 29, 2019
Kiel Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Kiel Public Library on Wednesday, May 29, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Linda Hunter, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull

Members Absent: Jim Baumann, Mary Muellenbach, Jeremy Sehloff

Others Present: Rebecca Barry, Julia Davis, Connie Griseto, D Hankins, Rebecca Petersen, Margie Verhelst

Minutes: A motion was made by Dietrich and seconded by Grinde to accept the minutes of the March 27, 2019, MCLS Board meeting. Motion carried.

A motion was made by Dietrich and seconded by Hunter to accept the minutes of the April 29, 2019 Special Meeting of the Board of Trustees. Motion carried.

Public Comment: None

Communications: Trustees were reminded that with the draft minutes now being emailed to trustees within several days of the Board meetings, discussion of Board business amongst trustees is only to be done at the Board (or Committee) meetings.

Petersen announced that we received notification from DPI (Department of Public Instruction) of our second state aid payment for 2019 in the amount of \$83,225.

Financial Business: A motion was made by Kjelstrup and seconded by Turnbull to approve the March and April 2019 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the April and May 2019 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Grinde to approve the LARS financial report through April 2019. Motion carried.

A motion was made by Hunter and seconded by Turnbull to approve the Reach Out and Read report through April 2019. Motion carried.

Petersen stated that all Reach Out and Read revenue and expenditures are reported solely on the Reach Out and Read report in the packets, and not included on the MCLS financial reports. This will prevent the Reach Out and Read financial information from being combined with the MCLS totals.

System Director's Report: A written report was included in the Board packets. The Joint Finance Committee declined an increase in funding for library systems, however, they are proposing that library systems remain at the level they are currently at for 2020 and 2021.

The LARS (Libraries Automated Resource Sharing) Consortium will be discussing the *'first in, first out vs. local holds'* policy, in an effort to come to an agreement on whether holds should go to the first patron on the holds list of the owning library, or to the first patron on the holds list if that patron is from another member library.

The digitization collaboration with SCLS (South Central Library System) is helping SCLS to keep the digitization staff position funded. The training being offered includes entering accurate metadata records, scanning pages, creating search words, and hosting on a platform where it is searchable. NHPL Director D Hankins is planning to intern and work on digitizing family histories. MPL is looking into digitizing yearbooks.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst worked on the issue with NHPL self-check circulation numbers and determined the correct amount of circulations belonging to NHPL.

Verhelst recently attended the SWIG (SirsiDynix Wisconsin Interest Group) Conference in Kenosha.

Member Library Directors' Reports: Reports were presented by Julia Davis, D Hankins, Rebecca Barry and Rebecca Petersen for LPL, BPL and MPL.

Unfinished Business:

None

New Business:

Annual County Meetings Report: The Calumet County meeting had good attendance. The Manitowoc County meeting materials had several revisions including NHPL's circulation numbers, and the operating budget numbers for BPL and KPL. The revised numbers were discussed with and agreed upon with the Manitowoc County Comptroller prior to the meeting and revised information was distributed at the meeting. In upcoming years Petersen plans to work with the directors in determining specific, detailed operating budget numbers.

Proposed Amendment to the Constitution and Bylaws located in Article V Meetings (Enclosure #11): Article V - Meetings, Section 3: Special Meetings, of the MCLS Constitution and Bylaws, was included in the packets. The proposed change adds the MCLS Director to the list of those allowed to call a special meeting. A motion was made by Turnbull and seconded by Hunter to approve the proposed amendment to Article V - Meetings, giving the MCLS Director authority to call a special meeting. Motion carried.

Approve County Reimbursement to NHPL for 2017 Self-check Circulation: Petersen explained that there was an issue with NHPL's new self-check unit, installed in 2017, where the port assignment credited CPL with those circulations. The circulation numbers for 2018 and 2019 were corrected before impacting county reimbursements, however the 2017 county reimbursements had already been paid to the libraries.

Petersen proposed that MCLS reimburse NHPL for county revenue lost from 2017. She distributed a document showing the number of NHPL circulations that were not captured correctly in 2017, along with three proposed options for reimbursement. A motion was made by Hunter and seconded by Turnbull to approve Option #1 for payment of \$1,270 to NHPL to cover 2017 county revenue lost due to the self-check unit problem. The motion carried, with six votes in favor and two votes against.

Trustee Education:

PLSR Update: COLAND offered listening sessions in four different areas of the state as well as an online listening session. Comments from those who spoke were in favor of system changes happening organically and not being forced. System standards and the funding formula are areas that could be further discussed. Everyone seems in favor of the continuing education portal. COLAND will revise the recommendations and present the report to the DPI Superintendent in July 2019. The PLSR Steering Committee and Workgroups have been dissolved.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, July 31, 2019, at 6:30 p.m., at Lester Public Library. There are road construction projects in the Manitowoc and Two Rivers areas so trustees should plan their routes accordingly.

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

Respectfully submitted,

Connie Griseto