

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
September 25, 2019
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 25, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Mary Muellenbach, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Ron Ziolkowski

Members Absent: Jim Baumann, Julie Grinde

Others Present: Rebecca Barry, Connie Griseto, Therese Gross, Tom Gross, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst, Glenny Whitcomb

Minutes: A motion was made by Dietrich and seconded by Beckner to accept the minutes of the July 31, 2019, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Schadrie circulated an article from the Herald Times Reporter about libraries facing a new crisis concerning mental health issues.

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

A motion was made by Muellenbach and seconded by Kjelstrup to approve the July 31, August and September 2019 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Prevea Health in Manitowoc began handing out Reach Out and Read books on September 23. There are currently three clinics (Aurora, Holy Family, and Prevea) in Manitowoc County and one (Bellin) in Calumet County participating in the program. Two more Aurora clinics' applications are on hold because there is not enough staff to handle additional clinics. Schadrie noted that Reach Out and Read is affiliated with the Children's Health Alliance of Wisconsin.

The Kiwanis Club of Manitowoc will be funding books for the Welcome Baby Program in Manitowoc County.

The libraries will be providing space for the League of Women Voters to provide information for voter registration.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst attended the annual Tech-a-Talka conference in Stevens Point with IT staff from other library systems, where the focus was collaborative projects. LSTA funds have been used to purchase hardware to allow systems to have a place to back up their servers. We use the cloud for our backups, so will not need to use these servers. In the future there will be storage for digital collections, which we may be able to use.

Member Library Directors' Reports: Reports were presented by Glenny Whitcomb, Rebecca Barry, Kristin Stoeger, D Hankins, Rachel Hitt, and Rebecca Schadrie for Kiel Public Library.

Unfinished Business: None

New Business:

Personnel Committee Report: Enclosures #11 Director Evaluation and #12 Board Goals were included in the packets. Kjelstrup reported that there was a good return on the surveys, with a reminder to indicate whether you're a trustee, director or MCLS staff when filling out future surveys. She reported overall very positive results and comments. A few suggestions for improvement are incorporated into the goals listed on the Director Evaluation.

The Board goals are similar to previous years. Mueller encouraged trustees with MCLS business cards to make use of them, and if any trustees are in need of business cards, please notify the MCLS office.

A motion was made by Kjelstrup and seconded by Dietrich to accept the Personnel Committee Director Evaluation and the Board Goals as presented in Enclosures #11 and #12. Motion carried.

Adopt Line Item and Program Budgets: Schadrie explained that the 2019 Amended Budget reserves were reduced by the amount of the van purchase. She also noted that \$7,000 - \$8,000 was earmarked for electronic titles that are in high demand, so that they will first be checked out to patrons within our system before being checked out to patrons throughout the state. There are not a lot of changes with the 2020 Proposed Budget. Staff raises are figured into the salaries and benefits. The amount of state aid that we will receive in 2020 and 2021 will be the same (\$332,902) as in 2019.

Discussion was held regarding continuing education. The collaboration with Winnefox under the NEWI (Northeast Wisconsin) Continuing Education Agreement is available to our member library directors, staff and trustees, and directors also make use of the many free webinars available.

A motion was made by Kjelstrup and seconded by Turnbull to adopt the 2019 Amended Budget and 2020 Proposed Budget as presented in Enclosures #13 and #14. Motion carried.

Adopt System Plan: The System Plan was included in the packets as Enclosure #15. A motion was made by Dietrich and seconded by Muellenbach to adopt the 2020 System Plan, with minor agreed-upon corrections. Motion carried.

Adopt NEWI Continuing Education Agreement for 2020-2022: The 2020-2022 NEWI (Northeast Wisconsin) Continuing Education Agreement was included in the packets. Under the Agreement Winnefox Library System provides planning and in-service training opportunities for MCLS, NFLS (Nicolet Federated Library System) and OWLS (Outagamie-Waupaca Library System) library personnel and trustees. Schadrie noted that Winnefox has been providing a lot of opportunities for these systems. A motion was made by Dietrich and seconded by Beckner to approve the NEWI Continuing Education Agreement for 2020-2022, as presented in Enclosure #16. Motion carried.

Trustee Education:

ALA Library Bill of Rights: Discussion was held regarding the ALA Library Bill of Rights and the Freedom to Read Statement which were included in the packets. It was noted that these are principles that libraries need to stand by and both libraries and trustees should become familiar with these documents. Schadrie noted that we will be looking at inclusive services more in the coming years.

Kjelstrup stated that Trustee Training Week webinar archives are now available online. She especially recommends "*Effective Library Advocacy*" by Connie Meyer and "*Recruiting and Retaining Library Directors and Staff*" by Pat Wagner. The webinars are available at www.wistrusteetraining.com/archive.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, November 20, 2019, at 6:30 p.m., at Brillion Public Library.

Adjourn: A motion to adjourn was made at 7:22 p.m. by Turnbull and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto