

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
November 20, 2019
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 20, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Mary Muellenbach, Ray Mueller, Jeremy Sehloff, Ron Ziolkowski

Members Absent: Jim Baumann, Rani Beckner, Darcie Schwalenberg-Kesler, Peggy Turnbull

Others Present: Julia Davis, Jeff Dawson, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

Minutes: A motion was made by Dietrich and seconded by Kjelstrup to accept the minutes of the September 25, 2019, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Grinde stated that the League of Women Voters has contacted LPL and MPL to set dates for voter registration. Someone will also go to the other four libraries to assist with registration.

Schadrie announced that Mary Muellenbach is resigning from the MCLS Board and thanked her for many years of dedication to the System and member libraries, including her participation in the formation of Manitowoc-Calumet Library System in 1977. She also served the Calumet County libraries prior to that. An award was presented and Muellenbach spoke about her service and provided advice to other trustees.

Mueller reminded trustees to make use of their MCLS trustee business cards and to contact the MCLS office to order cards for those who do not yet have them.

Financial Business: A motion was made by Kjelstrup and seconded by Grinde to approve the September and October 2019 financial reports. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the September 24, October and November 2019 payment of bills. Motion carried.

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

A motion was made by Kjelstrup and seconded by Krueger to approve the Reach Out and Read report through October 2019. Motion carried. Schadrie noted that both Aurora Health Care and Holy Family Memorial have been contributing money towards the Reach Out and Read books purchased for their clinics. A volunteer at LPL prepares the books to get them ready for delivery to the clinics.

System Director's Report: A written report was included in the Board packets. Schadrie recently attended a meeting for system directors, focusing on DPI compliance issues.

Schadrie noted that since MCLS and member libraries switched to cable providers for Internet service (in late 2015) we have experienced very good service and lower costs.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has been upgrading the PCs at the member libraries to Windows 10.

MCLS will be purchasing a new server to run our TM3 system (texts and phone notifications). We will not be billing the member libraries for this server.

Member Library Directors' Reports: Reports were presented by Rachel Hitt, Jeff Dawson, Julia Davis, Kristen Stoeger, Rebecca Schadrie and Ray Mueller for Chilton Public Library, and Ron Dietrich for New Holstein Public Library.

MPL is in the final stages of their first floor redesign project, with completion expected by December 31, 2019, and ribbon cutting in mid-February. The MCLS Board will receive a tour of the first floor prior to our Board meeting in January 2020.

Unfinished Business: None

New Business:

Update of Board Member Appointments and Reappointments for 2020-2022: Four Board members have terms expiring at the end of 2019. Dietrich and Kjelstrup have agreed to remain on the MCLS Board for another term. Beckner and Muellenbach have declined reappointment. Schadrie is looking for new trustees to fill the vacancies.

Designate Banking Institutions for 2020: Dietrich moved that we continue with the two banks that we have been using – Bank First and Investors Community Bank. Seconded by Kjelstrup. Motion carried.

Approve MCLS Board Meeting Alternative(s) to In-person Attendance: Discussion was held regarding the use of technology for trustees who are unable to attend a meeting in person. MCLS currently subscribes to GoToMeeting, which is an online tool that could be used. This would require that MCLS bring a laptop to Board meetings to hook up to the wi-fi network and the purchase of good quality audio equipment. We would need to develop policies or procedures and adjust the Bylaws. It was the consensus of the Board to table this topic for further discussion at a future meeting. MCLS staff will bring equipment to the January 2020 Board meeting to demonstrate how this would work.

Approve Technology and Resource Sharing Plan 2020-2024 (Enclosure #12): The Technology and Resource Sharing Plan 2020-2024 was included in the packets. Schadrie reviewed the changes made to the plan, noting significant updates to the Goals and Activities sections. There were a few minor suggestions for formatting and wording, which Schadrie will revise. Grinde moved to accept the Technology and Resource Sharing Plan 2020-2024 with the suggested changes. Seconded by Hunter. Motion carried.

Approve 2020 Resource Library Agreement: Schadrie stated that MCLS is right in line with the resource library payment, as compared to other systems in the state, and she feels confident with the Agreement we have in place and are proposing for 2020. MPL is purchasing materials requested by the member libraries, as well as Overdrive Advantage e-books and e-audiobooks. A motion was made by Hunter and seconded by Muellenbach to approve the 2020 Resource Library Agreement. Motion carried.

Appoint Board Officer Nominating Committee to Nominate Officers for 2020-2021: Our current officers will be completing their two-year terms. Mueller appointed Grinde, Hunter and Krueger to the Board Officer Nominating Committee. They will contact Board members who are nominated to get their acceptance, and bring information to the January 2020 Board meeting.

Trustee Education:

PLSR Recommendations Implementation Timeline: Schadrie reviewed the current status and timeline of the PLSR (Public Library System Redesign) project implementation plan.

Select Dates for 2020 Meetings and Confirm Date and Set Place for Next Meeting: A motion was made by Ziolkowski and seconded by Grinde to approve the 2020 meeting dates and places as presented in Enclosure #14. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 29, 2020, at the Manitowoc Public Library. Trustees are invited to arrive early for a tour of MPL's first floor redesign. The tour is expected to start at 6:00 p.m., which MCLS will confirm when the January Board packets are distributed.

Adjourn: A motion to adjourn was made at 8:01 p.m. by Muellenbach and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto