

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
January 29, 2020
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, January 29, 2020, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Sue Lisowe, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

Members Absent: Sarah Greuel, Ron Ziolkowski

Others Present: Rebecca Barry, Jeff Dawson, Connie Griseto, D Hankins, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

Mueller led the introductions and welcomed new MCLS Board member Sue Lisowe.

Minutes: A motion was made by Dietrich and seconded by Turnbull to accept the minutes of the November 20, 2019, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Schadrie circulated a thank you card from Mary Muellenbach.

Mueller made reference to an article in Harper's Magazine about how libraries provide the public with what they *need*, instead of just what they can afford. He also mentioned an article in TIME Magazine (January 27, 2020) stating the importance of programs that help young children as their brains are developing, specifically mentioning the Reach Out and Read program, and that the results are outstanding.

Schadrie noted that a new MCLS trustee, Sara Greuel, has been appointed by Manitowoc County. She also stated that Cheryl Kjelstrup and Chuck Krueger have been reappointed to the MCLS Board.

The Reach Out and Read program has not been initiated at Ascension in Calumet County. Further contact will be made with them to discuss the program and offer assistance, if needed, with startup.

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

An additional check register, dated January 23, 2020, was handed out at the meeting, as part of Enclosure #6 - January 2020 payment of bills. A motion was made by Kjelstrup and seconded by Grinde to approve the November 20, 2019, December 2019, and January 2020 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Schadrie noted that the Kiwanis Club of Manitowoc funded 800 copies of a Welcome Baby book, which is a precursor to the Reach Out and Read program.

Some things that have transpired as a result of the PLSR (Public Library System Redesign) project are that DPI is planning to hire a Project Coordinator. They are also reviewing the CE (continuing education) portal for directors, so they will have a place to keep track online of classes and credits. A discovery layer to allow patrons the ability to order materials online statewide (instead of items only available from libraries within their system) is also being investigated. An Implementation Summit will be held in June. There will be more research and planning done in the future.

There was discussion regarding the League of Women Voters. They are not allowed to register voters, however, they can assist people with the process of registering. Voter registration can be done online if a person has the ability to do so. The League of Women Voters is also willing to train staff at our libraries to understand the registration process, so they will be able to offer assistance to the public.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has been busy setting up new Windows 10 computers for member libraries, and will be ordering nine more PCs in the near future.

Member Library Directors' Reports: Reports were presented by Kristin Stoeger, Jeff Dawson, Rachel Hitt, Rebbecca Barry, and D Hankins. Schadrie distributed a handout from Julia Davis at KPL.

Kristin Stoeger and Karen Hansen of MPL gave MCLS trustees a tour of the newly redesigned first floor, prior to the start of the MCLS Board meeting.

Unfinished Business: None

New Business:

Election of Officers for 2020-2021: The Nominating Committee (Grinde, Hunter and Krueger) presented the following officers for 2020-2021:

Ray Mueller - President
Peggy Turnbull - Vice President
Jeremy Sehloff - Secretary-Treasurer

There being no further nominations for consideration, Kjelstrup moved to close nominations for the election of officers for 2020-2021 and cast a unanimous ballot for the slate of officers as presented by the Nominating Committee. Seconded by Schwalenberg-Kesler. Motion carried.

Authorize President to sign the 2019 Annual Report: A motion was made by Dietrich and seconded by Baumann to authorize the president to sign the 2019 annual report when it is completed. Motion carried. The 2019 report will be submitted to the DPI in February and a copy will be included in the March MCLS Board meeting packet.

Proposed Amendment to the Constitution and Bylaws located in Article V - Meetings: The suggested amendment regarding online access for trustees to attend meetings remotely was included in the Board packets as Enclosure #11. Schadrie and Verhelst gave a demonstration on how trustees would access GoToMeeting and participate in the meetings. It was recommended that, if possible, trustees notify Schadrie at least a day prior to the meeting, when they are planning to use GoToMeeting instead of attending in person. The MCLS office staff will write and distribute instructions prior to the next MCLS Board meeting.

Turnbull suggested an amendment to Enclosure #11, replacing "and" with "or". The amended sentence will read as follows:

To accommodate inclement weather or other conditions that may restrict trustee travel, board members will be provided with online access to attend remotely, allowing full participation in regular board meetings.

A motion to amend the statement as noted above was made by Kjelstrup and seconded by Turnbull. Motion carried.

A motion to adopt the Amendment to the Constitution and Bylaws, Article V Meetings, to allow online access to accommodate inclement weather or other conditions, was made by Baumann and seconded by Turnbull. Motion carried.

Trustee Education:

Booths at County Fairs: Discussion was held regarding possibly renting booths at the Calumet and Manitowoc County Fairs, as an opportunity to reach more of our rural residents. There were concerns regarding libraries not having enough staff to work at the booths.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 25, 2020, at 6:30 p.m., at the New Holstein Public Library.

Adjourn: A motion to adjourn was made at 7:41 p.m. by Baumann and seconded by Turnbull. Motion carried.

Respectfully submitted,

Connie Griseto