

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
May 27, 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, May 27, 2020, at 5:04 p.m., by President of the Board, Ray Mueller.

Members Present: Ron Dietrich, Sarah Greuel, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger (until 5:37 p.m.), Sue Lisowe, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull, Ron Ziolkowski

Members Absent: Jim Baumann, Jeremy Sehloff

Others Present: Rebecca Barry, Jeff Dawson (until 5:50 p.m.), Connie Griseto, Bryan Grunewald (until 5:35 p.m.), Rachel Hitt, Rebecca Schadrie, Jon Swanson (until 5:35 p.m.), Margie Verhelst

Mueller welcomed new trustee Sarah Greuel and led the introductions.

A motion was made by Kjelstrup and seconded by Ziolkowski to amend the agenda to accommodate the audit report by Bryan Grunewald and Jon Swanson of CLA, moving their presentation from Item 10b to immediately following Item 4 - Communications. Motion carried.

Minutes: A motion was made by Dietrich and seconded by Turnbull to accept the minutes of the January 29, 2020, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None.

Review of 2019 Audit Financial Statements by CLA: The 2019 Annual Financial Report and Management Communications were distributed to trustees in their meeting packets. Jon Swanson and Bryan Grunewald of CLA gave an overview of the report and answered questions. A motion to accept the 2019 audit report as presented was made by Kjelstrup and seconded by Krueger. Motion carried.

Financial Business: A motion was made by Turnbull and seconded by Grinde to approve the January, February, March and April 2020 financial reports. Motion carried.

A motion was made by Turnbull and seconded by Lisowe to approve the February, March, April, and May 2020 payment of bills. Motion carried.

A motion was made by Ziolkowski and seconded by Hunter to approve the LARS financial report through April 2020. Motion carried.

A motion was made by Grinde and seconded by Greuel to approve the Reach Out and Read report through April 2020. Motion carried. We are still delivering books to the healthcare facilities, but there has not been a lot of financial activity/purchasing of books since COVID-19 started.

System Director's Report: A written report was included in the Board packets. Schadrie noted that each library is providing a little different way of delivering services at this time and it's best to check each library's website for details.

MCLS staff is still working remotely part of the time, and we expect to phase in a return to the office over the summer. This week the delivery drivers are back to five days/week delivery to member libraries.

The replacement of the TM3 server and voice card will be under \$5,000.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst made many changes to our software due to COVID-19, including extending due dates and patron privileges. She and Schadrie have been meeting with the directors on a regular basis. She is now working on switching our software settings back to normal.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Rachel Hitt and Rebecca Barry.

Unfinished Business:

2019 Manitowoc-Calumet Library System Annual Report: The MCLS 2019 Annual Report was sent to DPI in late February, and was included in the Board packets (Enclosure #14).

New Business:

Set dates and times for Manitowoc and Calumet County Library Service Advisory Committee meetings: A motion was made by Dietrich and seconded by Lisowe to accept the following dates and times for the Library Service Advisory Committee meetings:

<u>Calumet County</u>	Wednesday, June 17, 2020 - 5:00 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Thursday, June 18, 2020 - 5:00 p.m. at Manitowoc Public Library

Motion carried.

Trustee Education:

COVID-19 Library Services Update: Schadrie stated that our libraries opened up more quickly than anticipated, and being a smaller system was beneficial in adjusting to the situation. Hitt stated that improvising is the new normal.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, July 29, 2020, at 6:30 p.m., at the Lester Public Library. MCLS staff will keep trustees informed if the time of this meeting will need to be changed due to accessibility.

Adjourn: A motion to adjourn was made at 6:05 p.m. by Kjelstrup and seconded by Lisowe. Motion carried.

Respectfully submitted,

Connie Griseto