

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
July 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, July 29, 2020, at 5:00 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Ron Dietrich, Sarah Greuel, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

**Members Absent:** Chuck Krueger, Sue Lisowe, Ron Ziolkowski

**Others Present:** Lydia Blatz, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger (5:15 p.m.), Margie Verhelst

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**Minutes:** A motion was made by Baumann and seconded by Sehloff to accept the minutes of the May 27, 2020, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** None

**Financial Business:** A motion was made by Dietrich and seconded by Baumann to approve the May and June 2020 financial reports. Motion carried.

A motion was made by Grinde and seconded by Hunter to approve the June and July 2020 payment of bills. Motion carried.

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

A motion was made by Dietrich and seconded by Baumann to approve the Reach Out and Read report through June 2020. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Aurora Health Care was able to set aside \$9,000 for Reach Out and Read books that we will purchase for them this year.

Schadrie stated that there are two LSTA CARES Act grants this year. We have already purchased and distributed to our libraries the livestream equipment covered under the first grant. The funding for the second CARES Act grant has not been awarded yet. Libraries will not be able to use this funding to purchase computers. An additional 2020 LSTA Sparsity Funds grant will allow the libraries to purchase an online subscription to Consumer Reports, which they feel patrons would appreciate having.

**System IT/ILS Specialist's Report:** Verhelst noted that three libraries in June went fine free and she has been setting up and changing circulation rules in the ILS software. She has also been changing settings to reflect the ever-changing due dates in accordance with COVID-19 mitigation, as well as setting up new computers for the libraries.

**Member Library Directors' Reports:** Reports were presented by Kristin Stoeger and Rachel Hitt.

**Unfinished Business:** None

**New Business:**

**Schedule Finance Committee meeting to review 2021 Budget Proposal and 2020 Budget Revision:** The Finance Committee consisting of Baumann, Mueller and Sehloff will meet at 5:00 p.m. on Wednesday, August 19, 2020, at the Manitowoc Public Library.

**Schedule Personnel Committee meeting for Director's annual performance review:** The Personnel Committee consisting of Kjelstrup, Mueller and Turnbull will meet at 5:30 p.m. on Wednesday, August 19, 2020, at the Manitowoc Public Library. Mueller noted that the trustees and directors will receive a survey later in August, with a request to return it before Labor Day. There will also be an option for submitting the survey electronically.

A motion was made by Baumann and seconded by Dietrich to accept the meeting dates and times for the Finance Committee and Personnel Committee as noted above. Motion carried.

**Trustee Education:**

**WiFi Internet access provided beyond the library buildings:** Schadrie explained that while all of our libraries offer WiFi internet access outside of their buildings, just how far the signal reaches varies. CPL recently purchased a WiFi unit specifically for outdoor ranges. LPL is also looking at purchasing one. The second CARES Act grant will allow our libraries to purchase this type of equipment. There are additional equipment and installation requirements for the outside devices.

There was concern regarding working with the schools so that students who don't have good internet access at home are aware of what our libraries provide. Stoeger noted that MPL is in regular communication with the schools to keep them informed and to set them up for success as much as possible. Hitt also keeps the schools informed and has a column in the Brillion News.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, September 30, 2020, at 5:00 p.m., at the Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 5:37 p.m. by Baumann and seconded by Greuel. Motion carried.

Respectfully submitted,

Connie Griseto