

**Amended Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
September 30, 2020  
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 30, 2020, at 5:00 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, Peggy Turnbull

**Members Absent:** Sarah Greuel, Jeremy Sehloff, Ron Ziolkowski

**Others Present:** Chris Able, Rebecca Barry, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

---

**Minutes:** A motion was made by Grinde and seconded by Hunter to accept the minutes of the July 29, 2020, MCLS Board meeting. Motion carried.

**Public Comment:** Mueller and Schadrie read two letters, addressed to MCLS, from two library patrons who are very concerned about the library services that were discontinued due to COVID-19 -- especially services for young children. The MCLS Board discussed how each individual library board is responsible for making their own decisions concerning library operations and policies.

**Communications:** Schadrie brought two news articles regarding a recent decision that CPL has made to close their doors to the public at this time, while still offering curbside service. She will email these articles to our trustees.

**Financial Business:** A motion was made by Krueger and seconded by Turnbull to approve the July and August 2020 financial reports. Motion carried.

A motion was made by Dietrich and seconded by Grinde to approve the August and September 2020 payment of bills. Motion carried. Schadrie explained that we have been paying the Copyright OSP charges since our libraries moved internet service to cable, to protect them against copyright infringement. We have last paid this in 2017.

A motion was made by Grinde and seconded by Lisowe to approve the LARS financial report through August 2020. Motion carried.

A motion was made by Turnbull and seconded by Kjelstrup to approve the Reach Out and Read report through September 16, 2020. Motion carried. Schadrie noted that we received the first of three \$3,000 donations for 2020 from Aurora Healthcare for purchasing books for their facilities.

**System Director's Report:** A written report was included in the Board packets. Schadrie will be updating the MCLS website in the near future.

We have been processing many grant applications and awards over the summer, and today submitted an application for an LSTA Sparsity Grant, which will allow us to purchase the Consumer Reports Online subscription for our member libraries.

Schadrie noted that the new LSTA CARES Act grant for \$7,229 was not reflected on the latest budget update. We have until June 30, 2021, to spend the funds for this grant.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst has been installing new PCs at CPL and KPL.

With the schools starting up, she has been working on virtual cards, including cards for a few new schools that are coming on board this year.

She has been setting up Infosec training sessions (email security) for member library staff. The Infosec training is supported with funds from a statewide LSTA grant.

**Member Library Directors' Reports:** Reports were presented by Rebecca Barry, Kristin Stoeger, Rachel Hitt, and Rebecca Schadrie for Jeff Dawson.

**Unfinished Business:** None

**New Business:**

**Personnel Committee Report:** Enclosures #10 Director Evaluation and #11 Board Goals were included in the packets. Kjelstrup reported that overall everything was very positive. A couple of suggestions have been incorporated into the goals listed on the Director Evaluation.

Three Board goals were listed on Enclosure #11. Mueller encouraged trustees to continue to be active advocates for the System and public libraries. He added that if any trustees are in need of business cards, please notify the MCLS office.

A motion was made by Kjelstrup and seconded by Baumann to accept the Personnel Committee Director Evaluation and the Board Goals as presented in Enclosures #10 and #11. Motion carried.

**Adopt Line Item and Program Budgets:** Enclosure #12 – 2020 Program and Line Item Amended Budgets and Enclosure #13 – 2021 Program and Line Item Proposed Budgets were included in the Board packets. Schadrie explained that the Program Budget contains certain categories which are required by the DPI. She also noted that we're going to be spending more on electronic resources this year.

The enclosed 2021 budget reflected a pay increase for our drivers, but not for the three office personnel. Trustees discussed that since MCLS does not provide health insurance, and in light of rising healthcare and cost of living expenses, a 2% increase for the three office staff was recommended.

Kjelstrup moved to amend the 2021 salaries line item to include a 2% increase for the three office personnel. Seconded by Hunter. **Motion carried.**

A motion was made by Dietrich and seconded by Kjelstrup to adopt the 2020 Amended Budget and 2021 Proposed Budget as presented in Enclosures #12 and #13, with the 2021 Salaries line amended to reflect a 2% increase for office personnel. Motion carried.

**Adopt System Plan:** The System Plan was included in the packets as Enclosure #14. A motion was made by Lisowe and seconded by Turnbull to adopt the 2021 System Plan, with minor agreed-upon corrections. Motion carried.

**Trustee Education:**

**DPI's Inclusive Services Statement:** Enclosure #15 – *What Does it Mean to Be Inclusive? A Statement from the Division of Libraries and Technology*, was included in the packets. Schadrie noted that it reflects concepts contained within ALA's *Library Bill of Rights and Right to Read Statement*, and encapsulates what libraries should be doing and providing for their communities. She noted that CPL Director Glenny Whitcomb represented MCLS at the Inclusive Services Retreat. The Inclusive Services Statement was developed at this retreat and serves as the basis for the Inclusive Services Toolkit that libraries can use to see how they measure up in terms of providing inclusive services.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, November 18, 2020, at 5:00 p.m., at the Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 6:15 p.m. by Dietrich and seconded by Baumann. Motion carried.

Respectfully submitted,

Connie Griseto