

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
November 18, 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, November 18, 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, Chuck Krueger, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull, Ron Ziolkowski (5:45 p.m.)

**Members Absent:** Sue Lisowe, Jeremy Sehloff

**Others Present:** Rebbecca Barry, Julia Davis, Connie Griseto, D Hankins, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

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**Minutes:** A motion was made by Krueger and seconded by Hunter to accept the minutes of the September 30, 2020, MCLS Board meeting. Trustees noted that "Motion carried" should be added on page 2, under Adopt Line Item and Program Budgets, the third paragraph. The motion was amended to include this change. Motion carried.

**Public Comment:** None.

**Communications:** None.

**Financial Business:** A motion was made by Turnbull and seconded by Grinde to approve the September and October 2020 financial reports. Motion carried.

A motion was made by Hunter and seconded by Turnbull to approve the October and November 2020 payment of bills. Motion carried.

A motion was made by Krueger and seconded by Kjelstrup to approve the LARS financial report through October 31, 2020. Motion carried.

A motion was made by Grinde and seconded by Turnbull to approve the Reach Out and Read report through October 31, 2020. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Schadrie stated that Ben Miller has been chosen to be the new director of the library team within the DPI Division of Libraries and Technology, replacing John DeBacher who has retired. She noted that our system has had great interactions with him in the past and that he will be a great addition to the DPI team.

The Resilience Toolkit will be available to our libraries starting in December.

All of our libraries are closed to the public at this time, offering only curbside service, with the exception of KPL. LPL is installing a drive-through window.

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

Verhelst has created an electronic form which we have added to our online catalog, allowing patrons to suggest books for purchase. Our libraries have been receiving quite a few requests.

She is currently working on setting up new wi-fi units at the libraries.

**Member Library Directors' Reports:** Reports were presented by Julia Davis, Rebecca Barry, D Hankins, Rachel Hitt, and Kristin Stoeger.

**Unfinished Business:** None

**New Business:**

**Update of Board Member Appointments and Reappointments for 2021-2023 (Enclosure #10):** : Four Board members have terms expiring at the end of 2020. Grinde and Schwalenberg-Kesler have agreed to remain on the MCLS Board for another term. Schadrie will contact Baumann and Sehloff.

**Designate Banking Institutions for 2021:** A motion was made by Kjelstrup and seconded by Grinde to continue with the two banks that we have been using – Bank First and Investors Community Bank. Motion carried.

**Authorize Contract for 2020 Audit:** A motion was made by Turnbull and seconded by Kjelstrup to designate the auditor as CLA and authorize the contract for the 2020-2022 audits, as presented Enclosure #11. Motion carried.

**Approve 2021 Resource Library Agreement (Enclosure #12):** Schadrie stated that there were no changes to the 2021 Resource Library Agreement, with the price remaining the same. A motion was made by Dietrich and seconded by Grinde to approve the 2021 Resource Library Agreement. Motion carried.

**Trustee Education:**

**Upcoming Budget Cycles:** Schadrie presented the *Wisconsin 2021-2023 Budget Proposal – Libraries Link Communities* flyer from DPI. DPI is requesting an increase of \$2,500,000 in FY22, and \$4,000,000 in FY23 for public library systems to support the operations and maintenance of public library services in response to the rising needs of our communities. The funds would be distributed to the 16 library systems, resulting in a 15% increase to MCLS in 2022 and a 25% increase to MCLS in 2025, however, the full amount of the increase may not be approved. The DPI request will be sent to the governor, Joint Finance Committee, be discussed at public hearings, be sent to the Legislature, and then back to the governor, which should all be completed by June 30, 2021. Schadrie will keep an eye on this as it progresses through. She stated that the source of library system funding is the Universal Service Fund.

It was noted that the Joint Finance Committee public hearings on the budget will be held virtually and that you will need to sign up in advance.

Schadrie stated that two of our member libraries' 2021 budgets were decreased, while the remaining four had no changes.

**Select Dates for 2021 Meetings and Confm Date, Time and Place for Next Meeting:** Schadrie had surveyed the trustees prior to the meeting to determine the best starting time for MCLS Board meetings. The results indicated 5:30 p.m. being the most favorable, with 5:00 p.m. and 6:00 p.m. closely following. Discussion ensued and the consensus of the Board was to change the start time of MCLS Board meetings to 5:30 p.m. A motion was made by Dietrich and seconded by Hunter to accept the dates as presented in the 2021 MCLS Board Meeting Calendar (Enclosure #13), with the start time of 5:30 p.m. Motion carried.

**Adjourn:** A motion to adjourn was made at 5:54 p.m. by Krueger and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto