

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
January 27, 2021
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 27, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull, Ron Ziolkowski

Members Absent: Sue Lisowe, Jeremy Sehloff, Sarah Greuel, Chuck Krueger

Others Present: Rebecca Barry, Rachel Hitt, Rebecca Schadrie, Margie Verhelst, Amy Eisenschink, Jeff Dawson

Minutes: A motion was made by Baumann and seconded by Grinde to accept the minutes of the November 18, 2020, MCLS Board meeting. Motion carried.

Public Comment: Grinde complimented the Manitowoc Public Library and MPL employees on the success of the “Community Impact of Drug Court” virtual program held on January 18th. The program was provided in partnership with the League of Women Voters of Manitowoc County. Mueller noted that one of the MCLS delivery drivers reported that he was pleased with the libraries’ level of preparedness during the pandemic. Mueller also noted that this would be his last year serving as president of the board and encouraged fellow trustees to consider volunteering their time in the future.

Communications: Schadrie reported that the Manitowoc County Clerk sent notification of the reappointment of Julie Grinde and Jeremy Sehloff to the MCLS Board of Trustees.

Financial Business: A motion was made by Kjelstrup and seconded by Turnbull to approve the November and December 2020 financial reports. Motion carried.

A motion was made by Grinde and seconded by Hunter to approve the December 2020 and January 2021 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Schadrie noted that the written report was shorter than normal due to MCLS staff collaborating to cover the duties of the Admin Assistant while the position remains vacant. The revised job description was included on the job posting that went public on January 15th. The application due date is Friday, February 5th.

System IT/ILS Specialist's Report: A written report was included in the Board packets. In addition to the reported activities, Verhelst compiled and submitted pre-fill data to the DPI for the member library annual reports.

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

Unfinished Business: None

New Business:

Authorize President to sign the 2020 Annual Report: A motion was made by Dietrich and seconded by Hunter. Motion carried.

Approve Personnel Committee's recommendation to allow MCLS staff to rollover no more than half the annual allotted PTO/Sick time from one fiscal year to the next: A motion was made by Jim Baumann and seconded by Hunter. Motion carried.

Trustee Education:

Review MCLS Personnel Policies and Procedures: While the job description for the Admin Assistant position was revised in early 2021, the Personnel Policies and Procedures have not changed since 2009. A review of the policy was deemed valuable.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, March 31, 2021, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 6:28 p.m. by Baumann and seconded by Hunter. Motion carried.

Respectfully submitted,

Rebecca Schadrie