

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
July 28, 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, July 28, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

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

**Members Absent:** Jim Baumann, Sarah Greuel, Sue Lisowe, Chuck Krueger, Ron Ziolkowski

**Others Present:** Lydia Blatz, Julia Davis, Jeff Dawson, Rebecca Scherer, Kristin Stoeger, Margie Verhelst, Kate Verhelst

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**Agenda Adjustment:** Mueller proposed to adjust the agenda to move the Member Library Directors' reports to right after approving the previous meeting minutes.

**Minutes:** A motion was made by Grinde and seconded by Schwalenberg-Kesler to accept the minutes of the May 26, 2021, MCLS Board meeting. Motion carried. Kjelstrup requested using initials for Margie and Kate Verhelst to more easily decipher between the two on minutes and reports.

**Member Library Directors' Reports:** Reports were presented by Lydia Blatz, Jeff Dawson, Julia Davis, and Kristin Stoeger, with a written report from Rebbecca Barry read by Rebecca Scherer.

**Financial Business:** A motion was made by Turnbull and seconded by Kjelstrup to approve the May and June 2021 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the June and July 2021 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Schwalenberg-Kesler to approve the LARS financial report through June 2021. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the Reach Out and Read report through June 2021. Motion carried.

Dietrich commented that it might be helpful to pull out a few of the pass-through items on the financials so that they do not skew the numbers. K. Verhelst and Scherer will look into doing this.

**System Director's Report:** A written report was included in the Board packets. Scherer shared that the 2022-2023 Biennial Budget has been passed which includes an increase in state aid to public library systems, as well as \$7.1 billion available to schools and libraries through the E-Rate program. MCLS will assist BPL and CPL with submitting their grant applications for the E-Rate program.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Due to the reopening of the libraries, M. Verhelst has been traveling to them more in order to make sure their machines are working and have been updated.

**Administrative Assistant's Report:** A written report was included in the Board packets. K. Verhelst discussed the marketing meeting that was held with member libraries to get input on some of the things MCLS could help the libraries with, as well as the new promo being implemented with participating libraries in the System to promote Library Card Sign-up month by raffling off tickets to the Charlie Berens show on November 18<sup>th</sup>. K. Verhelst also mentioned further updates to the website, a new MCLS Support email which has been used by one patron so far, and that updated Trustee Manual information has been printed for all trustees.

#### **New Business:**

**Personnel Committee Meeting:** Scheduled for Thursday, August 19<sup>th</sup> at 4:00 pm at MPL. Will consist of Ray Mueller, Cheryl Kjelstrup and Peggy Turnbull.

**Finance Committee Meeting:** Scheduled for Thursday, August 19<sup>th</sup> at 4:45 pm at MPL. Will consist of Ray Mueller, Jeremy Sehloff and Ron Dietrich.

**Trustee Education – Review Meeting Date and Time survey result:** Mueller discussed the results of the Meeting Date and Time survey put out by MCLS to get input on future board meetings. 8/10 participants preferred in-person meetings, 7/10 were in favor of going back to rotating meetings between the libraries, with a virtual option in place, and the meeting start time with the most votes was 6:00 pm. A follow up survey will be sent out to see if changing the meeting start time will interfere with anyone's ability to attend future meetings.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, September 29, 2021, at 5:30 p.m., at the Chilton Public Library.

**Final Item:** Scherer mentioned she found an old note of Connie's regarding ordering business cards for Schwalenberg-Kesler, and plans to put in an order for her and any other trustees/staff that need them.

**Adjourn:** A motion to adjourn was made at 6:31 p.m. by Kjelstrup and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst