

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
November 17, 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, November 17, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Chuck Krueger, Ray Mueller, Darcie Schwalenberg-Kesler

Members Absent: Jeremy Sehloff, Peggy Turnbull, Ron Ziolkowski

Others Present: Deborah Brotcke, Amy Eisenschink, D Hankins, Patrick Neuenfeldt, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Dietrich and seconded by Baumann to accept the minutes of the September 29, 2021, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by D Hankins, and later by Amy Eisenschink.

Financial Business: A motion was made by Grinde and seconded by Kjelstrup to approve the September and October 2021 financial reports. Motion carried. Original reports and alternative reports with pass-through information subtotaled on the end of the report were presented. Dietrich stated the alternative reports show a better representation of the current financial position, and the board agreed on the use of the alternative financial reports going forward.

A motion was made by Kjelstrup and seconded by Krueger to approve the October and November 2021 payment of bills. Motion carried.

A motion was made by Baumann and seconded by Kjelstrup to approve the LARS financial report through October 2021. Motion carried.

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

System Director's Report: A written report was included in the Board packets. Scherer highlighted the ECF (Emergency Connectivity Funds) Grant Awards and MCLS's assistance with CPL and BPL's applications which lead to grant awards to be used towards Chromebooks. Scherer also discussed changes in delivery drivers, new MCLS Trustees to be appointed in December, and state aid funding being pushed back to early December.

System IT/ILS Specialist's Report: A written report was included in the Board packets. M.

Verhelst discussed work done at the libraries updating PC's, Faronics and Envisionware, as well as assisting Chilton with the install of the new self-checks.

Office & Outreach Coordinator's Report: A written report was included in the Board packets. K. Verhelst discussed the results of the September Library Card Sign-up raffles at the libraries and how they were successful. MCLS will provide more events like this for the libraries in the future.

Unfinished Business:

Poll on Meeting Time: By consensus, the Board agreed to table the decision on meeting times until the January 26, 2022 meeting, as not all Trustees were present, and new Trustees have not been appointed yet. Motion carried.

New Business:

Update of Board member appointments and reappointments: The current list of Trustees was reviewed, future Trustees to be appointed were discussed, and Ray Mueller mentioned he is willing to once again be the MCLS Board President for the next term.

Designation of Banking Institutions for 2022: A motion was made by Krueger and seconded by Kjelstrup to continue banking with First Bank National and Nicolet National Bank (fka Investors Community Bank) for 2022. Motion carried.

2022 Resource Library Agreement: A motion was made by Baumann and seconded by Grinde to approve the 2022 Resource Library Agreement. Motion carried.

State Insurance Participation: A motion was made by Kjelstrup and seconded by Baumann to approve participation in a State Insurance plan. Motion carried.

Appoint Board Officer Nominating Committee: Julie Grinde and Ron Dietrich will make up the Board Officer Nominating Committee.

Trustee Education – Trustee Essential #7 The Library Board and Library Personnel: Scherer thought this topic of the Role of the Board and Role of the Director was important to highlight due to the recent change and hiring of a new delivery driver.

Select dates for 2022 meetings: Dietrich made a motion to amend the November 2022 meeting from Wednesday, November 16th to Wednesday, November 30th. Baumann seconded. Motion carried.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, January 26, 2022, at 5:30 p.m., at the Manitowoc Public Library.

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

Respectfully submitted,

Kate Verhelst