

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
September 29, 2021
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 29, 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, Peggy Turnbull, Ron Ziolkowski

Members Absent: Sarah Greuel, Sue Lisowe, Jeremy Sehloff

Others Present: Rebbecca Barry, Jeff Dawson, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Dietrich and seconded by Baumann to accept the minutes of the July 28, 2021, MCLS Board meeting. Motion carried.

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

Financial Business: A motion was made by Dietrich and seconded by Krueger to approve the July and August 2021 financial reports. Motion carried. Alternative reports were presented taking out some of the pass-through information. Some Board Members commented on their preference to see all the information. K. Verhelst will present another format for the next meeting, providing all the same information as in the past, but with new sections with sub-totals.

A motion was made by Baumann and seconded by Schwalenberg-Kesler to approve the August and September 2021 payment of bills. Motion carried.

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

A motion was made by Baumann and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through August 2021. Motion carried.

System Director's Report: A written report was included in the Board packets. Scherer highlighted the American Rescue Plan Act of 2021 (ARPA) grant that will be applied for in collaboration with the NEWI systems (MCLS, Winnefox, OWLS and Nicolet). It was noted that Linda Hunter resigned from the Board since the last board meeting. Mueller stressed recruiting of new members, as several member terms are up the end of 2021. Dietrich suggested looking to add diversity to the Board.

System IT/ILS Specialist's Report: A written report was included in the Board packets. M. Verhelst discussed the upcoming travel schedule to some of the libraries to update their computers.

Office & Outreach Coordinator's Report: A written report was included in the Board packets. K. Verhelst mentioned the change to her title, and then discussed the work done on the Library Card Sign-up month promotion raffle baskets and provided a breakdown of expenses. K. Verhelst also mentioned the next outreach projects which include participation in Manitowoc Public Library's Trunk or Treat in October, and a planned System wide employee Secret Santa.

New Business:

Personnel Committee Meeting Report: The Personnel Committee Report, Director Evaluation was covered. A motion was made by Kjelstrup and seconded by Turnbull to approve the Personnel Committee Report. Motion carried. Kjelstrup commented on the success of the new format of the questionnaire. Grinde praised Scherer for all her hard work and accomplishments.

Line Item and Program Budgets: A motion was made by Dietrich and seconded by Baumann to adopt the Line Item and Program Budgets for 2021/2022. Motion carried.

System Plan: A motion was made by Kjelstrup and seconded by Krueger to adopt the System Plan for 2022. Motion carried.

Trustee Education – Director's 2021 Self-Evaluation: A written report was included in the Board packets. Mueller discussed the extensive list of responsibilities Scherer completes as noted by the list of achievements in the Director's Self-Evaluation, and commended her on her dedication to MCLS and successes.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, November 17, 2021, at 5:30 p.m., at the Brillion Public Library.

Adjourn: A motion to adjourn was made at 6:40 p.m. by Baumann and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst