

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
September 28, 2022
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 28, 2022, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, Mary Hoerth, Cheryl Kjelstrup, Markus Ladd, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Don Weiss

Members Absent: Jim Baumann, Chuck Krueger, Megan Marchant, Jeremy Sehloff

Others Present: Karin Adams, Rebbecca Barry, Jeff Dawson, Lydia Dill, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Hoerth and seconded by Neuenfeldt to accept the minutes of the July 27, 2022, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Rebbecca Barry, Lydia Dill, Jeff Dawson, and Karin Adams, with Rebbecca Barry reading a report from D Hankins.

Financial Business: A motion was made by Kjelstrup and seconded by Brotcke to approve the July and August 2022 financial reports. Motion carried.

A motion was made by Neuenfeldt and seconded by Grinde to approve the August and September 2022 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Neuenfeldt to approve the LARS financial report through August 2022. Motion carried.

A motion was made by Brotcke and seconded by Kjelstrup to approve the Reach Out and Read report through August 2022. Motion carried.

System Director's Report: A written report was included in the Board packets.

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

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

New Business: A motion was made by Dietrich and seconded by Kjelstrup to approve the Personnel Committee report. Motion carried.

A motion was made by Kjelstrup and seconded by Brotcke to approve the revised MCLS

Employee Policy and Handbook. After discussion, Kjelstrup amended her motion to eliminate “including delivery drivers” in the Death in the Family section on page 11 of the handbook. Brotcke amended her second. Motion of amendment carried.

Dietrich motioned to add an amendment to add the heading Other Leave after Death in the Family. Hoerth seconded. Motion carried.

Neuenfeldt motioned to add an amendment in the Death in the Family section on page 11 to add “partner” to spouse, to thus read as “spouse/partner”. Hoerth seconded. Motion carried.

After all motions of amendments to the MCLS Employee Policy and Handbook carried, the original motion to approve revisions carried.

A motion was made by Dietrich and seconded by Brotcke to approve the 2023 Resource Library Agreement. Motion carried.

A motion was made by Hoerth and seconded by Neuenfeldt to adopt Line Item and Program Budgets. Motion carried.

A motion was made by Dietrich and seconded by Neuenfeldt to adopt the System Plan. Motion carried.

Trustee Education – Trustee Training Week Recap: Mueller asked if anyone watched at least two webinars from Trustee Training week. Only one trustee had, so it was encouraged that more trustees watch recordings of the training.

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

Adjourn: A motion to adjourn was made at 7:04 p.m. by Dietrich and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst