

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
November 30, 2022  
Brillion Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Brillion Public Library on Wednesday, November 30, 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, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler

**Members Absent:** Jim Baumann, Chuck Krueger, Markus Ladd, Jeremy Sehloff, Don Weiss

**Others Present:** Rebecca Barry, Jim Brotcke, D Hankins, Rebecca Scherer, Margie Verhelst, Kate Verhelst

---

**Minutes:** A motion was made by Dietrich and seconded by Schwalenberg-Kesler to accept the minutes of the September 28, 2022, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by Rebecca Barry and D Hankins, with Scherer reading reports from Jeff Dawson, Julia Davis, and Karin Adams.

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

A motion was made by Kjelstrup and seconded by Marchant to approve the October and November 2022 payment of bills. Motion carried.

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

A motion was made by Kjelstrup and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through October 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.

Prior to New Business, Kjelstrup presented a reading of highlights from her 24 years of service on the Manitowoc-Calumet Library System Board.

**New Business:** A motion was made by Marchant and seconded by Neuenfeldt to approve the nomination of Deborah Brotcke as Vice President for 2023. Motion carried.

A motion was made by Kjelstrup and seconded by Brotcke to continue using Bank First National and Nicolet National Bank as the designated banking institutions for 2023. Motion carried.

A motion was made by Neuenfeldt and seconded by Marchant to approve New Year's Eve as an MCLS paid holiday. Motion carried.

A motion was made by Neuenfeldt and seconded by Marchant to approve the logo redesign quote. Motion carried.

A motion was made by Dietrich and seconded by Neuenfeldt to approve obtaining legal opinion on MCLS Employee Policy and Handbook. Motion rejected.

**Trustee Education – 2023-2027 LSTA Strategic Plan:** Scherer discussed the DPI's LSTA strategic plan 2-page summary.

**Confirm dates for 2023 meetings and set date and place for next meeting:** A motion was made by Marchant and seconded by Brotcke to approve dates as presented for the 2023 MCLS board meetings. Motion carried.

The next MCLS Board meeting will be held on Wednesday, January 25, 2023, at 5:30 p.m., at the Manitowoc Public Library.

**Adjourn:** A motion to adjourn was made at 7:01 p.m. by Neuenfeldt and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst