

**Public Notice of the Meeting of the  
MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, January 31, 2018 at 6:30 o'clock p.m. The meeting will be held at the Manitowoc Public Library, Manitowoc, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING**

**Wednesday, January 31, 2018 at 6:30 p.m.**

Manitowoc Public Library  
707 Quay Street  
Manitowoc, WI 54220

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 29, 2017 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. November and December 2017 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2017 and January 2018 bills (enclosures #4, and #5)  
*ACTION REQUESTED*
  - c. LARS financial report through December 2017 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Adopt General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records (enclosure #10) *ACTION REQUESTED*
  - b. Proposed Amendment to the Constitution and Bylaws located in Article IV Officers and Article VII Administration (enclosure #11) *ACTION REQUESTED*
  - c. Election of Officers for 2018 *ACTION REQUESTED*
  - d. Authorize President to sign the 2017 Annual Report *ACTION REQUESTED*
  - e. Authorize purchase of ticket/tickets to Manitowoc Public Library Foundation 2018 Fundraising Gala *ACTION REQUESTED*
  - f. Approve updated MCLS Library Technology and Resource Sharing Plan 2015-2019 (enclosure #12) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee education – Amazon Echo demonstration
13. Confirm date and set place for March 28<sup>th</sup> meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
January 31, 2018  
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, January 31, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Jeremy Sehloff, Peggy Turnbull

**Members Absent:** Michelle Krajnik, Darcie Schwalenberg-Kesler, Robert Vollendorf

**Others Present:** Rebecca Barry, Jeff Dawson, Judy Dietrich, Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Beckner to accept the minutes of the November 29, 2017, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Grinde noted that there will be a forum for the five candidates for Manitowoc County Circuit Court Judge at the Manitowoc City Hall on February 1.

Mueller circulated a Herald Times Reporter newspaper article about MCLS, written by Jeff Dawson.

Petersen stated that we received two Manitowoc County Clerk notices, reappointing Grinde and Sehloff to the Board.

**Financial Business:** A motion was made by Kjelstrup and seconded by Grinde to approve the November and December 2017 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the December 2017 and January 2018 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the LARS financial report through December 2017. Motion carried.

A motion was made by Grinde and seconded by Nessman to approve the Reach Out and Read report through December 2017. Motion carried.

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

We will be receiving \$1,500 for Reach Out and Read books from Aurora Health Care, which will be processed through the Lester Public Library Foundation. We also received book credits from the Reach Out and Read Wisconsin/Children's Health Alliance of Wisconsin. We submitted a letter of intent to United Way for Reach Out and Read funding, and Petersen and Terry Ehle of Lester Public Library recently attended a United Way meeting. Lester Public Library is storing the Reach Out and Read books for future distribution.

Petersen stated that we recently received the laptops, which are one of the mainstays of the makerbox project we are working on.

Discussion was held regarding the timeline for the final phase of the PLSR project. The Steering Committee recommendations will be sent to Wisconsin Superintendent of Public Instruction (currently Tony Evers) around August of this year. The Steering Committee is currently accepting applications for 55 CRC (Core Recommendation Collaborator) volunteer positions. Petersen has applied for a CRC position as well as to be a Model Development Summit Participant.

**System IT/ILS Specialist's Report:** A written report was included in the packets. The work on the security software for the public computers has been completed, and she will now make sure there are no issues with the new release of the software.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, Rebecca Barry, Chris Moede, and Rebecca Petersen (for Kristin Stoeger, D Hankins and Julia Davis).

**Unfinished Business:** None

**New Business:**

**Adopt General Records Schedule - Wisconsin's Public Libraries and Public Library Systems and Related Records:** The Schedule was included in the Board packets as Enclosure #10. Differences from the previous Schedule include more references to electronic records and a number of items are now listed under Revision History with online links to the most recent information. A motion was made by Dietrich and seconded by Grinde to adopt the General Records Schedule - Wisconsin's Public Libraries and Public Library Systems and Related Records, dated June 12, 2017. Motion carried.

**Proposed Amendment to the Constitution and Bylaws sections located in Article IV Officers and Article VII Administration:** The proposed changes include having Officers in place for two years instead of their current one-year terms, and a new title of Secretary-Treasurer, to replace having both a Secretary and a Treasurer. A motion was made by Dietrich and seconded by Turnbull to adopt the proposed amendment to the Constitution and Bylaws in Article IV Officers and Article VII Administration, with minor grammatical changes. Motion carried.

**Election of Officers for 2018:** The Nominating Committee (Nessman, Schwalenberg-Kessler and Turnbull) nominated the following officers for 2018:

Ray Mueller - President  
Peggy Turnbull - Vice President  
Cheryl Kjelstrup - Secretary-Treasurer

Dietrich moved to close nominations for the election of officers for 2018/2019 and cast a unanimous ballot for the slate of officers as presented by the Nominating Committee. Seconded by Muellenbach. Motion carried.

**Authorize President to Sign the 2017 Annual Report:** A motion was made by Muellenbach and seconded by Grinde to authorize the president to sign the 2017 annual report when it is completed. Motion carried. The 2017 report will need to be submitted to the DPI prior to the MCLS Board meeting in March. A copy will be included in the March meeting packet.

**Authorize Purchase of Tickets to the Manitowoc Public Library Foundation 2018 Fundraising Gala:** A motion was made by Dietrich and seconded by Kjelstrup to authorize MCLS to purchase tickets for the March 2018 MPL Fundraising Gala, for Board members or staff who would like to attend. Motion failed.

**Approved Updated MCLS Library Technology and Resource Sharing Plan 2015-2019:** Petersen stated that the goals of the plan have changed significantly since we first drafted it in 2015. Goal #4 reflects suggestions which came in from member library directors. Extra 2018 system funding has allowed us to purchase the components to create makerboxes. In 2019 we plan to purchase extra databases. Three lines on the last page of the Plan, under Salaries and Benefits, have very minor changes. A motion was made by Dietrich and seconded by Kjelstrup to approve the updated Library Technology and Resource Sharing Plan 2015-2019, with minor grammatical changes and minor budget changes. Motion carried.

**Trustee & Member Library Directors questions and concerns:** We currently have 12 trustees and three trustee openings. Our bylaws state that a majority of the currently appointed System Board members shall constitute a quorum. We will have a new trustee from Manitowoc County starting in February and another potential trustee from Manitowoc County who Petersen will contact.

The *Calumet County Library Agreement and Plan for Public Library Service* was amended and approved by the Calumet County Board in December 2017. Petersen noted that DPI had a few minor wording change suggestions and she will work with Calumet County Corporation Counsel to finalize.

**Trustee Education:** Rebbecca Barry presented an overview and demonstration of the Amazon Echo, with examples of how they are currently using it at Chilton Public Library as well as other potential ways in which it can be used.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, March 28, 2018, at 6:30 p.m., at the New Holstein Public Library.

**Adjourn:** A motion to adjourn was made at 7:55 p.m. by Muellenbach and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

**Public Notice of the Meeting of the  
MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, March 28, 2018 at 6:30 o'clock p.m. The meeting will be held at the New Holstein Public Library, New Holstein, WI 53061. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD MEETING**

**Wednesday, March 28, 2018 at 6:30 p.m.**

New Holstein Public Library  
2115 Washington Street  
New Holstein, WI 53061

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 31, 2018 Board meetings (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. January and February 2018 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of January 31, February and March 2018 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
  - c. LARS financial report through February 2018 (enclosure #7) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure #9)
7. System IT/ILS Specialist's report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
  - a. 2017 Manitowoc-Calumet Library System Annual Report (enclosure #11)
10. New Business
  - a. Review of 2017 audit financial statements by Schenck (enclosure #12) *ACTION REQUESTED*
  - b. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
  - c. Set up meeting to review PLSR Steering Committee Recommendations June 11-July 20th *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education - PLSR overview and timeline
13. Confirm date and set place for May 30<sup>th</sup> meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
March 28, 2018  
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 28, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Rani Beckner, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Michelle Krajnik, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Robert Vollendorf

**Members Absent:**

**Others Present:** Rebbecca Barry, Jeff Dawson, Judy Dietrich, Amy Eisenschink, Connie Griseto, Bryan Grunewald (until 6:50 p.m.), D Hankins, Rebecca Petersen, Margie Verhelst

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A motion was made by Kjelstrup and seconded by Turnbull to amend the agenda to accommodate the audit report by Bryan Grunewald of Schenck, moving his presentation from Item 10a to immediately follow Item 2 - Minutes. Motion carried.

**Minutes:** A motion was made by Dietrich and seconded by Krajnik to accept the minutes of the January 31, 2018, MCLS Board meeting, with the spelling correction of Kjelstrup's name under Financial Business. Motion carried.

**Public Comment:** None

**Communications:** Several MCLS trustees attended Manitowoc Public Library's fundraising gala. Eisenschink reported that the gala was very successful.

Petersen circulated an article from the Brillion News recognizing the Endries Family Foundation's contribution to the Reach Out and Read program at Bellin Clinic in Brillion.

**Financial Business:** A motion was made by Grinde and seconded by Turnbull to approve the January and February 2018 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Nessman to approve the January 31, February and March 2018 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Vollendorf to approve the LARS financial report through February 2018. Motion carried.

A motion was made by Krajnik and seconded by Turnbull to approve the Reach Out and Read report through February 2018. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen is submitting a grant application to United Way this week, asking for \$10,000 funding for Reach Out and Read. She is also looking into applying for a Packers Foundation grant.

Congress has recently passed a FY2018 omnibus spending bill, which includes \$5.7 million for LSTA (Library Services and Technology Act). DPI plans to use the LSTA funds they receive this year primarily for inclusive services, preserving resources digitally, and coding.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst reported that all makerbox items have now been received and she is working on setting up the laptops. She will bring various components of the makerboxes to future Board meetings to show the trustees some of the items we purchased.

**Member Library Directors' Reports:** Reports were presented by D Hankins, Jeff Dawson, Rebecca Barry, Jeff Dawson, Amy Eisenschink for Kristin Stoeger, and Rebecca Petersen for Chris Moede.

#### **Unfinished Business:**

**2017 Manitowoc-Calumet Library System Annual Report:** The MCLS 2017 Annual Report was sent to DPI in late February, and was included in the Board packets (Enclosure #11). Discussion ensued about collaborative activities. Petersen stated that she met with Nicolet, OWLS and Winnefox managers to discuss collaboration of continuing education programs. MCLS has benefitted in the past from the continuing education opportunities provided by these systems. We would now like to compensate them for a portion of this service, and in return we will be able to offer in-person opportunities in our area.

#### **New Business:**

**Review of 2017 Audit Financial Statements by Schenck:** Board members received copies of the 2017 Annual Financial Report and Management Communications in their Board packets. Bryan Grunewald of Schenck gave an overview of the report and answered questions. A motion to accept the 2017 audit report was made by Kjelstrup and seconded by Vollendorf. Motion carried.

**Set dates and times for Manitowoc and Calumet County Library Service Advisory Committee meetings:** A motion was made by Dietrich and seconded by Kjelstrup to accept the following dates and times for the Library Service Advisory Committee meetings:

|                         |   |
|-------------------------|---|
| <u>Calumet County</u>   | Wednesday, May 16, 2018 - 5:00 p.m. at Chilton Public Library |
| <u>Manitowoc County</u> | Tuesday, May 15, 2018 - 5:00 p.m. at Manitowoc Public Library |

Motion carried. Meeting dates were set slightly later this year to allow more time to collect numbers from the other systems. Petersen will pursue obtaining accurate numbers from these systems prior to the meetings.

**Set up meeting to review PLSR Steering Committee Recommendations:** The PLSR Steering Committee is willing to send a representative to meet with our trustees at a meeting to take place between June 11 - July 20 (after their recommendations are announced). This will be a good opportunity for our Board to have their questions and concerns addressed and provide feedback to the Steering Committee. A motion was

made by Vollendorf and seconded by Turnbull to set up a meeting during this timeframe, to be held at the Chilton Public Library. Rebbecca Barry from Chilton Public Library will provide dates which we will send to the Steering Committee for consideration, and Petersen will determine the meeting date and time and update the Board at our May Board meeting or sooner. Motion carried. The meeting will be open to MCLS trustees as well as trustees of our member libraries.

**Trustee & Member Library Directors questions and concerns:** None

**Trustee Education:**

**PLSR overview and timeline:** Petersen reviewed the following next steps as stated in a recent PLSR newsletter:

- Early April - April 23 - Workgroup recommendations will be available.
- March 12 - June 11 - Steering Committee and CRCs (Core Recommendation Collaborators) will report on their development of a vision for administrative, governance, and funding structures.
- June 11 - July 20 - Public comment period
- July 30 - July 31 - Model Development Summit
- Fall of 2018 - Steering Committee plans to deliver their recommendations to DPI.

Dawson also gave an overview of his work leading the Resource Library Workgroup.

Petersen noted that even before the PLSR results are announced, there is collaboration being done amongst systems. OWLS and Winnefox are talking about an ILS merger. There is continuing education collaboration with various systems as well.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, May 30, at 6:30 p.m., at Kiel Public Library. Mueller requested that if any of the trustees are not able to make the meeting, please let Petersen know as soon as you are able to.

**Adjourn:** A motion to adjourn was made at 8:04 p.m. by Kjelstrup and seconded by Nessman. Motion carried.

Respectfully submitted,

Connie Griseto



**Public Notice of the Meeting of the  
MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, May 30, 2018 at 6:30 o'clock p.m. The meeting will be held at the Kiel Public Library, Kiel, WI 53042. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, May 30, 2018 at 6:30 p.m.**

Kiel Public Library  
511 Third Street  
Kiel, WI 53042

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 28, 2018 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. March and April, 2018 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of April and May, 2018 bills (enclosure #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through April 2018 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Annual County meetings report
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education - PLSR Update
13. Confirm date July 25, 2018 and set place for meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director at (920) 686-3051. If you require special needs accommodations for this meeting, please contact the System Director at 920-686-3051 (telephone), at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
May 30, 2018  
Kiel Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Kiel Public Library on Wednesday, May 30, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Robert Vollendorf

**Members Absent:** Rani Beckner, Michelle Krajnik, Mary Muellenbach, Jeremy Sehloff, Peggy Turnbull

**Others Present:** Marc Axelrod, Julia Davis, Amy Eisenschink, Connie Griseto, D Hankins, Chris Moede, Rebecca Petersen, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Vollendorf to accept the minutes of the March 28, 2018, MCLS Board meeting. Motion carried.

**Public Comment:** Petersen introduced Marc Axelrod, President of the Brillion Public Library Board.

**Communications:** Mueller stated that we received notification from DPI of our second state aid payment for 2018.

Petersen announced the upcoming retirement of Brillion Public Library Director Chris Moede and thanked her for her many years of service, as well as acknowledging her contributions to the system.

The new Brillion Public Library Director, Rachel Hitt, will start on June 18. The Friends of the Brillion Public Library Board will be hosting a reception for Chris Moede on June 13, as well as a reception for Rachel Hitt on June 20.

**Financial Business:** A motion was made by Grinde and seconded by Nessman to approve the March and April 2018 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the April and May 2018 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Schwalenberg-Kesler to approve the LARS financial report through April 2018. Motion carried.

A motion was made by Vollendorf and seconded by Grinde to approve the Reach Out and Read report through April 2018. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen recently received notification from United Way of Manitowoc County that our grant application for Reach Out and Read has been denied; their funding has been down and no one is receiving grants at this time.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst displayed two examples of Makerbox components which MCLS recently purchased - a Code-a-Pillar and Snap Circuits. In May MCLS hosted the annual SWIG (SirsiDynix Wisconsin Interest Group) conference at the Manitowoc Public Library.

**Member Library Directors' Reports:** Reports were presented by Julia Davis, Chris Moede, D Hankins, Amy Eisenschink for Kristin Stoeger, Petersen and Mueller for Chilton Public Library, and Petersen for Jeff Dawson.

**Unfinished Business:** None

**New Business:**

**Annual County Meetings Report:** Petersen reported that both county meetings went smoothly. It was noted at the Manitowoc meeting that there was a significant decrease of 26% in 2017 circulations to non-city residents. The Calumet County Agreement which was updated in December 2017 was reaffirmed at the May meeting, with (minor) updated language recommended by the DPI. The updated plan with the new wording will be sent out in next year's meeting packet.

**Trustee & Member Library Directors questions and concerns:** None

**Trustee Education:**

**PLSR Update:** Several dates were presented to the Board for having a representative of the PLSR Steering Committee meet with trustees. It was the consensus of the Board to schedule the presentation for June 18, with June 19 as a second choice. Petersen will make arrangements and notify the trustees once plans are finalized. Both MCLS and member library trustees will be invited.

The PLSR website shows three models of how future systems could look. Petersen reviewed the models and will send a link to trustees so they will be able to further review the information. The PLSR Steering Committee and CRC's (Core Recommendation Collaborators) are planning to meet on June 8 to decide on one possible model or variations.

Petersen will be attending the PLSR Model Development Summit on July 30 and 31.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, July 25, at 6:30 p.m., at Lester Public Library.

**Adjourn:** A motion to adjourn was made at 7:16 p.m. by Nessman and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

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BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, July 25, 2018 at 6:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, WI 54241. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, July 25, 2018 at 6:30 p.m.**

Lester Public Library  
1001 Adams Street  
Two Rivers, WI 54241

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 30, 2018 Board meetings (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. May and June 2018 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of June and July 2018 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through June 2018 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Approve System Sponsorship of 2018 WLA Conference *ACTION REQUESTED*
  - b. Approve Continuing Education Agreement between Winnefox and MCLS, NFLS, and OWLS (enclosure #10) *ACTION REQUESTED*
  - c. Schedule Finance Committee Meeting to review 2019 Budget Proposal and 2018 Budget Revision
  - d. Schedule Personnel Committee meeting for Director's annual performance review
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – PLSR Update and Trustee Training Week (enclosure #11)
13. Confirm date September 26, 2018 and set place for meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
July 25, 2018  
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Lester Public Library on Wednesday, July 25, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Michelle Krajnik, Ray Mueller, Cheryl Nessman, Mary Muellenbach, Jeremy Sehloff, Peggy Turnbull

**Members Absent:** Rani Beckner, Darcie Schwalenberg-Kesler, Robert Vollendorf

**Others Present:** Jeff Dawson, Judy Dietrich, Connie Griseto, Rachel Hitt, Linda Hunter, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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Mueller led the introductions and welcomed new MCLS Board member/Manitowoc Public Library representative Linda Hunter and new Brillion Public Library Director Rachel Hitt. Linda Hunter's appointment to the MCLS Board will be official once approved at the August 2018 Manitowoc County Board meeting.

**Minutes:** A motion was made by Baumann and seconded by Turnbull to accept the minutes of the May 30, 2018, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** None

**Financial Business:** A motion was made by Kjelstrup and seconded by Grinde to approve the May and June 2018 financial reports. Motion carried.

A motion was made by Grinde and seconded by Kjelstrup to approve the June and July 2018 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Nessman to approve the LARS financial report through June 2018. Motion carried. Petersen explained that MCLS maintains the LARS account for member libraries who would like to set aside funds for future technology needs.

A motion was made by Baumann and seconded by Muellenbach to approve the Reach Out and Read report through June 2018. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen submitted a grant application to the Packers Foundation for Reach Out and Read. Baumann provided a list to Petersen of other organizations which may be able to help fund Reach Out and Read. He also plans to create a letter to send to businesses in our two counties who may be able to contribute to the program. Petersen noted that there are other Reach Out and Read partners in our area (outside of the libraries), however, MCLS, with assistance from Terry Ehle of

Lester Public Library, has taken on the responsibility of keeping the program running by seeking funding and purchasing and distributing the books. The books are stored at Lester Public Library and delivered by MCLS, as needed, to the clinics.

Our summer intern started in early June and is working about 20 hours per week on Arduino programming for use with the MCLS makerboxes. He works from home, setting up programs, and is expected to complete the project in August.

The MCLS Reads Event Committee, consisting of Petersen, Glenny Whitcomb, Chris Hamburg and Roxanne Staveness, has reached an agreement on a book for our Community Read Event – "*The Death and Life of the Great Lakes*", by author Dan Egan. Promotion will begin in January 2019, with programs in March and April. Funding is being split between MCLS and our libraries.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst has been attending meetings around the state and discussing with other ILS/IT personnel ways to collaborate and work together.

Verhelst has been working with Manitowoc Public Library to set up virtual library cards for the Lutheran schools.

The makerboxes are very popular and have been going out to member libraries and being used for Summer Reading Programs.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, Rachel Hitt, Kristin Stoeger, and Rebecca Petersen for Chilton Public Library and New Holstein Public Library.

**Unfinished Business:** None

**New Business:**

**Approve System Sponsorship of 2018 WLA Conference:** A motion was made by Muellenbach and seconded by Kjelstrup to approve the \$250 System sponsorship of the 2018 WLA Conference. Motion carried.

**Approve Continuing Education Agreement between Winnefox and MCLS, NFLS, and OWLS (Enclosure #10):** A motion was made by Dietrich and seconded by Grinde to approve the Continuing Education Agreement (Enclosure #10). Motion carried. The term of this Agreement is for the period January 1, 2019 through December 31, 2019. MCLS agrees to pay Winnefox \$2,102, calculated using a formula based on number of staff and other factors. MCLS has benefited in the past from continuing education opportunities provided by Winnefox and this agreement provides fair compensation.

**Schedule Finance Committee Meeting to Review 2019 Budget Proposal and 2018 Budget Revision:** The Finance Committee, consisting of Kjelstrup, Mueller and Sehloff, will meet at 5:15 p.m. on Wednesday, August 15, 2018, at the Manitowoc Public Library.

**Schedule Personnel Committee Meeting for Director's annual performance review:** The Personnel Committee, consisting of Kjelstrup, Mueller and Turnbull, will meet at 6:00 p.m. on Wednesday, August 15, 2018, at the Manitowoc Public Library.

**Trustee & Member Library Directors questions and concerns:** The contribution of \$250 from each system for the 2018 WLA conference is a new request by WLA to cover a budget shortfall this year.

**Trustee Education:**

**PLSR Update:** Petersen and Stoeger will be attending the PLSR Model Development Summit on July 30 and 31. Petersen has been assigned to the Technology Workshop. The Summit participants will be going over the feedback received on the proposed two models -- Y and W. There may be more changes and there will be another round of feedback.

**Trustee Training Week (Enclosure #11):** A brochure was included in the Board packets. Trustees are encouraged to tune in to the webinars which will be held from noon - 1:00 p.m. on August 13 - 17. It was noted that the webinars are usually very interesting and helpful. They will be recorded and available for those who are not able to listen live.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, September 26, at 6:30 p.m., at Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 7:30 p.m. by Kjelstrup and seconded by Krajnik. Motion carried.

Respectfully submitted,

Connie Griseto

**Public Notice of the Meeting of the  
MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, September 26, 2018 at 6:30 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, September 26, 2018 at 6:30 p.m.**

Chilton Public Library  
221 Park Street  
Chilton, WI 53014

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 25, 2018 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. July and August, 2018 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2018 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2018 LARS financial report (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Personnel Committee report (enclosures #10 and #11) *ACTION REQUESTED*
  - b. Adopt Line Item and Program Budgets (enclosures #12 and #13) *ACTION REQUESTED*
  - c. Adopt System Plan (enclosure #14) *ACTION REQUESTED*
  - d. Approve 2019 Resource Library Agreement (enclosure #15)
  - e. Approve 3-year contract with Faronics for security software (enclosure #16)
11. Trustee Education – Report from the United Way Manitowoc County's Rally for Change
12. Confirm and set place for November 28, 2018 meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.



**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
September 26, 2018  
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 26, 2018, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Michelle Krajnik, Ray Mueller, Jeremy Sehloff, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Rani Beckner, Mary Muellenbach, Cheryl Nessman, Darcie Schwalenberg-Kesler

**Others Present:** Judy Dietrich, Connie Griseto, Rachel Hitt, D Hankins, Rebecca Petersen, Margie Verhelst, Glenn Whitcomb

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**Minutes:** A motion was made by Dietrich and seconded by Baumann to accept the minutes of the July 25, 2018, MCLS Board meeting. Motion carried.

**Public Comment:** Julie Grinde brought in a new book which our libraries may be interested in – *Spirit of the Rivers, a Story in Bronze*, by Kerry Trask.

**Communications:** The Manitowoc County Clerk sent official notification of Linda Hunter's appointment to the MCLS Board.

Glenn Whitcomb, on behalf of MCLS, participated in the Inclusive Services Institute which was offered by DPI's Public Library Development Team. She will be presenting at the WLA Conference in October.

Rachel Hitt has been certified as a library director through 2023.

**Financial Business:** A motion was made by Turnbull and seconded by Vollendorf to approve the July and August 2018 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the August and September 2018 payment of bills. Motion carried.

A motion was made by Krajnik and seconded by Turnbull to approve the LARS financial report through August 2018. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the Reach Out and Read report through August 2018. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen recently participated in MPL's Baby Bash, representing Reach Out and Read. She will also be participating in Aurora's Baby Bootacular in late October.

The PLSR project is focusing on several items to build around in order to move forward:

- Regionalization of technology
- Delivery
- Discovery layer
- CE (continuing education) portal

Restructuring is not necessarily needed for certain changes. The CE portal could be on a server, with classes and webinars available in one centralized area. The Discovery layer, which would provide an alternative to having systems change their ILSs (integrated library systems), is similar to Wiscat, but more user friendly.

MCLS is planning to offer additional Arduino workshops for library staff. The Arduino components are designed to introduce and create an interest in coding for youth.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst and system IT managers from around the state recently attended the annual Tech-a-Talka conference in Stevens Point. They discussed collaboration amongst systems, including group purchasing and backups (which wouldn't affect MCLS since our ILS is in the cloud).

**Member Library Directors' Reports:** Reports were presented by Glenly Whitcomb, D Hankins, Rachel Hitt, and Rebecca Petersen for Lester Public Library and Kiel Public Library. Petersen will forward an email from Kristin Stoeger to the trustees. Petersen noted that there was a good turnout of staff from member libraries who attended Technology Day in Appleton.

**Unfinished Business:** None

**New Business:**

**Personnel Committee Report (Enclosures #10 and #11):** Kjelstrup reported that the Director Evaluation survey responses were very positive, noting Petersen's efforts with PLSR, Reach Out and Read, reaching out to the community, and answering questions promptly. A couple of suggestions are listed under goals on the report.

The Board Goals Report listed universal recommendations/expectations for trustees. Mueller stated that Trustee Training Week webinar archives are now available online. He highly recommends "*From Advocate to Activist*" by Patrick Sweeney. For newer trustees and directors he recommends "*Effective Boards Have Effective Meetings!*" by Christine Hage.

The webinars are available at [www.wistrusteetraining.com](http://www.wistrusteetraining.com). Petersen will email the link to trustees.

A motion was made by Grinde and seconded by Vollendorf to accept the Personnel Committee evaluation of the Director and the goals identified for the Board. Motion carried.

**Adopt Line Item and Program Budgets (Enclosures #12 and #13):** Petersen explained that adjustments were made to the 2018 amended budget based on what we've spent so far this year. The proposed 2019 budget is very similar, with no significant changes. We will see an increase of \$20,000 in state aid for 2019, designated by DPI to be used for workforce development, coding and technology, and lifelong learning; it is not to be used as part of our operating budget. We are planning to add another laptop lab, which will be set up for STEM programs and resume writing. We are also planning to add additional online databases such as Transparent Languages, an arts and crafts database, and Overdrive Advantage titles to widen our e-book selection and reduce hold times for our patrons. A motion was made by Kjelstrup and seconded by Turnbull to adopt the 2018 amended budget and 2019 proposed budget. Motion carried.

**Adopt System Plan:** A motion was made by Dietrich and seconded by Grinde to adopt the 2019 System Plan, with the spelling corrections noted by Mueller. Motion carried.

MCLS and surrounding library systems are organizing a strategic plan group session, led by WiLS, which all member libraries will be welcome to take part in.

**Approve 2019 Resource Library Agreement:** Petersen noted a small change in wording under the Services Included/Collection Development Recommendations section on page 2. MPL is taking requests for physical and Overdrive Advantage material. A motion was made by Kjelstrup and seconded by Vollendorf to approve the 2019 Resource Library Agreement. Motion carried.

**Approve a 3-year contract with Faronics for security software:** Verhelst explained that Faronics is a product we'll be staying with, and many other systems currently use it. A motion was made by Vollendorf and seconded by Hunter to approve the 3-year contract with Faronics. Motion carried.

#### **Trustee Education:**

**Report from the United Way Manitowoc County's Rally for Change:** Mueller attended the recent United Way Manitowoc County meeting. Due to a significant decrease in fundraising revenue in 2017, a number of organizations did not receive grants this year, including MCLS for our Reach Out and Read program.

Petersen noted that the Reach Out and Read program includes children ages 5 and under. The books for the program are required to be new, however, some clinics do provide new and gently used books in their waiting rooms.

Petersen and Glenny Whitcomb are looking into establishing the Reach Out and Read program at Ascension Clinic in Chilton.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, November 28, at 6:30 p.m., at Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 7:27 p.m. by Kjelstrup and seconded by Baumann. Motion carried.

Respectfully submitted,

Connie Griseto

**Public Notice of the Meeting of the  
MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, November 28, 2018 at 6:30 o'clock p.m. The meeting will be held at the Brillion Public Library, Brillion, WI 54110. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, November 28, 2018 at 6:30 p.m.**

Brillion Public Library  
326 North Main Street  
Brillion, WI 54110

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 26, 2018 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. September and October, 2018 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of October and November, 2018 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Update of Board member appointments and reappointments for 2019-2021 (enclosure #10)
  - b. Designate Banking Institutions for 2019 *ACTION REQUESTED*
  - c. Adopt amended Line Item and Program Budget for 2018 (enclosure #11)
12. Trustee Education – (enclosure #12)
13. Select dates for 2019 meetings and confirm date (January 30) and set place for next meeting (enclosure #13) *ACTION REQUESTED*
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
November 28, 2018  
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 28, 2018, at 6:32 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Rani Beckner, Ron Dietrich (6:35 p.m.), Linda Hunter, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull

**Members Absent:** Julie Grinde, Michelle Krajnik, Cheryl Nessman, Jeremy Sehloff, Robert Vollendorf

**Others Present:** Judy Dietrich (6:35 p.m.), Connie Griseto, Rachel Hitt, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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**Minutes:** A motion was made by Baumann and seconded by Beckner to accept the minutes of the September 26, 2018, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Petersen circulated an article from the Tri-County News in which Julia Davis was named 2018 Citizen of the Year in Kiel.

Mueller listened to a November 23 broadcast on Wisconsin Public Radio's Morning Show and suggested that trustees listen to the archives, which can be found at <https://www.wpr.org/shows/librarian-explains-why-libraries-still-matter-2018>. Petersen will email the link to trustees.

**Financial Business:** A motion was made by Kjelstrup and seconded by Baumann to approve the September and October 2018 financial reports. Motion carried.

A motion was made by Turnbull and seconded by Hunter to approve the October and November 2018 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Hunter to approve the LARS financial report through October 2018. Motion carried.

A motion was made by Turnbull and seconded by Baumann to approve the Reach Out and Read report through October 2018. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen stated that we will be hearing from the Green Bay Packers Foundation very soon regarding the Reach Out and Read grant application we submitted. She also has an upcoming meeting with the Reach Out and Read Committee to plan future fundraising for the Reach Out and Read program in our area.

Petersen noted that Kiel Public Library and New Holstein Public Library are planning to go fine-free on children's materials, in an effort to take away barriers for children to use the library. The other libraries are supportive of them moving forward with this.

Discussion was held concerning reminder notices for overdue items. While notices are received prior to the due date, it would be helpful to receive another notice once an item goes into overdue status. It was determined that Lester, Manitowoc and New Holstein do send out notices once an item is overdue, but Brillion, Chilton and Kiel only send out notices for patrons who receive text message notifications. Petersen and Verhelst will pursue this issue.

It was noted that the PLSR report is expected to be presented to the DPI on December 21, 2018, shortly before Tony Evers leaves the office of Superintendent.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst has completed another round of Faronics updates (security software for public computers) for the libraries. She has also recently gotten Cash Management reporting working. This is a program that Chilton and Manitowoc will use to keep better track of money they collect.

**Member Library Directors' Reports:** Reports were presented by Rachel Hitt, Kristin Stoeger, and Rebecca Petersen for Lester Public Library and Chilton Public Library.

**Unfinished Business:** None

**New Business:**

**Update of Board member appointments and reappointments for 2019-2021**

**(Enclosure #10):** Four Board members have terms expiring at the end of 2018. Mueller and Turnbull have agreed to remain on the MCLS Board for another term. Vollendorf has declined reappointment. Petersen will contact Nessman to find out her intentions, and will also be looking for an additional trustee from Manitowoc County.

**Designate Banking Institutions for 2019:** Muellenbach moved that we continue with the two banks that we have been using – Bank First and Investors Community Bank. Seconded by Kjelstrup. Motion carried.

**Adopt amended Line Item and Program Budget for 2018 (Enclosure #11):** A motion was made by Kjelstrup and seconded by Beckner to accept the 2018 amended budget as presented (Enclosure #11). Motion carried. Petersen noted that the increase under technology was due to the three-year Faronics agreement.

**Trustee Education:**

**Library Board Member Reference Document (Enclosure #12):** The *Library Board Member Reference Document* in the Board packets was created by Bridges Library System and shared with Directors at WLA. Mueller and Petersen highlighted several areas for our trustees to review, including the yellow box on the right - *Best Practices for Board Meetings*, and the green box on the left - *The Three Legal Duties Of a Board Member*, specifically the *Duty of Care* section. It was also recommended that this document be forwarded to city council and county board members. Petersen will suggest this at the next Directors meeting.

Petersen noted that Mark Arend is again planning Trustee Education Workshops for mid-May 2019. She will keep trustees informed.

Courtney Pelot, former Miss Wisconsin and currently the Marketing and Brand Strategy Manager for United Way-Manitowoc County, will be presenting for us at our January 2019 Board meeting. She promoted youth and literacy during her tenure as Miss Wisconsin. Her presentation will be placed at the beginning of the January meeting agenda, following Communications.

It was the consensus of the Board that draft minutes from the Board of Trustees meetings be sent via email to all Trustees once they are available - typically within several days of the meeting. This will help those who have missed the meeting to stay informed. (The minutes will continue to be included in the next meeting's Board packets for approval, approximately two months later.)

**Select dates for 2019 meetings and confirm date and set place for next meeting:** A motion was made by Baumann and seconded by Dietrich to approve the 2019 meeting dates and places as presented in Enclosure #13. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 30, 2019, at 6:30 p.m., at the Manitowoc Public Library.

**Adjourn:** A motion to adjourn was made at 7:20 p.m. by Kjelstrup and seconded by Beckner. Motion carried.

Respectfully submitted,

Connie Griseto