

**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 Chilton Times Journal, 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 26, 2011 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 26, 2011 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 17, 2010 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) (enclosure #2) WPLC
5. Financial Business
 - a. November and December, 2010 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of December 2010 and January 2011 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. LARS financial report through December 2010 (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. Recommendation from Personnel Committee (enclosure #10) *ACTION REQUESTED*
 - b. Approve Incremental Weather Policy for the Employee Policy and Handbook (enclosure #11) *ACTION REQUESTED*
 - c. Election of Officers for 2011
 - d. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - e. Approve donation to WPLC for proposed survey *ACTION REQUESTED*
 - f. Approve Trustee Education policy revision (enclosure #12) *ACTION REQUESTED*
 - g. Approve Bylaw addition (enclosure #13) *ACTION REQUESTED*
 - h. Approve the formation of a Technology Committee *ACTION REQUESTED*
11. Trustee Education (none this meeting)
12. Confirm date and set place for March 30th meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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.

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
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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 Chilton Times Journal, 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 30, 2011 at 6:30 o'clock p.m. The meeting will be held at 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 30, 2011 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 26, 2011 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. January and February, 2011 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2011 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 28, 2011 (enclosure #6) *ACTION REQUESTED*
 - d. Changes to financial reports year-end 2010 and future reports (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. Status Update Technology Committee
10. Unfinished business
 - a. Approve revised Inclement Weather Policy for the Employee Policy and Handbook (enclosure #10) *ACTION REQUESTED*
 - b. Approve revised Trustee Education policy (enclosure #11) *ACTION REQUESTED*
 - c. Approve revised Bylaw addition (enclosure #12) *ACTION REQUESTED*
11. New Business
 - a. Recommendation from the Personnel Committee regarding the Budget Repair Bill (enclosures #13 & 14) *ACTION REQUESTED*
 - b. Authorization of officer's signatures for Bank First National *ACTION REQUESTED*
 - c. Authorize preparation of an MCLS Long Range Plan *ACTION REQUESTED*
 - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
12. Trustee Education-Please read Trustee Essentials #8 & #9 in the Trustee Manual prior to meeting
13. Confirm date and set place for May 25th meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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.

**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 Chilton Times Journal, 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 25, 2011 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 25, 2011 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 30, 2011 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) (enclosure #2)
5. Financial Business
 - a. March and April, 2011 financial reports (enclosures #3 & 4) *ACTION REQUESTED*
 - b. Payment of April and May, 2011 bills (enclosure # 5 & 6) *ACTION REQUESTED*
 - c. LARS financial report through April 2011 (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. Status Update Technology Committee
10. Unfinished business
11. New business
 - a. Audit report (enclosure #10)
 - b. Annual county meetings report
 - c. Announcement of LSTA grant categories for 2012
12. Trustee Education-Review the Recommendations Excerpted from the 2008 DPI Report in the Trustee Manual (enclosure #11)
13. Confirm date July 27, 2011 and set place for meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director at (920) 553-6257. If you require special needs accommodations for this meeting, please contact the System Director at 920-553-6257 (telephone), at least 48 hours in advance.

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
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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 Chilton Times Journal, 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 27, 2011 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 27, 2011 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 25, 2011 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. May and June, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment June and July, 2011 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. May and June, 2011 LARS financial report (enclosure #6) *ACTION REQUESTED*
8. System Director's report (enclosure #7)
9. System IT/ILS Specialist's report (enclosure #8)
10. Reports from directors of member libraries
11. Status update Technology Committee
12. Unfinished business
 - a. Clarify Planning Committee membership for MCLS Long Range Plan *ACTION REQUESTED*
 - b. Recommendation from Personnel Committee regarding the required employee contribution to WRS pension plan per the passage of Act 10 *ACTION REQUESTED*
13. New business
 - a. 2012 Statewide Delivery Options (enclosure #9) *ACTION REQUESTED*
 - b. LSTA 2012 Grant Applications (enclosure #10) *ACTION REQUESTED*
 - c. Discussion of member libraries' policies regarding the new "concealed carry" law
 - d. Discussion of member libraries' outdoor surveillance monitoring
 - e. Schedule Finance Committee Meeting to review 2012 Budget Proposal *ACTION REQUESTED*
14. Trustee Education –none this meeting
15. Confirm date September 28, 2011 and set place for meeting
16. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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.

**Public Notice of the Meeting of the
MANITOWOC–CALUMET LIBRARY SYSTEM
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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 Chilton Times Journal, 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 28, 2011 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 28, 2011 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 27, 2011 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. June, July, and August, 2011 financial reports (enclosures #2, #3, and #4) *ACTION REQUESTED*
 - b. Payment of August and September, 2011 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. July and August, 2011 LARS financial report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report will be handed out at the meeting
10. Reports from directors of member libraries
11. Unfinished business
12. New business
 - a. Personnel Committee report *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #9 and #10) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #11) *ACTION REQUESTED*
 - e. 2012 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
13. Trustee Education – 2011 WLA Conference
14. Confirm date November 16, 2011 and set place for meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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.

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, November 16, 2011 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 28, 2011 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, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2011 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
6. System Director's report (enclosure #7)
7. System IT/ILS Specialist's report (enclosure #8)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Update of Board member appointments and reappointments for 2012-2014 (enclosure #9)
 - b. Designate Banking Institution for 2012 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2011 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2012
 - e. Schedule a Finance Committee meeting to review internal control procedures per audit recommendation (enclosure #10) *ACTION REQUESTED*
11. Trustee Education
12. Select dates for 2012 meetings and confirm date (January 25) and set place for next meeting (enclosure #11) *ACTION REQUESTED*
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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.

**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 Chilton Times Journal, 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 26, 2011 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 26, 2011 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 17, 2010 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) (enclosure #2) WPLC
5. Financial Business
 - a. November and December, 2010 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of December 2010 and January 2011 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. LARS financial report through December 2010 (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. Recommendation from Personnel Committee (enclosure #10) *ACTION REQUESTED*
 - b. Approve Incremental Weather Policy for the Employee Policy and Handbook (enclosure #11) *ACTION REQUESTED*
 - c. Election of Officers for 2011
 - d. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - e. Approve donation to WPLC for proposed survey *ACTION REQUESTED*
 - f. Approve Trustee Education policy revision (enclosure #12) *ACTION REQUESTED*
 - g. Approve Bylaw addition (enclosure #13) *ACTION REQUESTED*
 - h. Approve the formation of a Technology Committee *ACTION REQUESTED*
11. Trustee Education (none this meeting)
12. Confirm date and set place for March 30th meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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
January 26, 2011
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 26, 2011, at 6:30 p.m., by President of the Board, Cheryl Kjelstrup.

Members Present: Cheryl Kjelstrup, Mark Kohrell, Faye Konen, Natalie Long, Mary Muellenbach, Ray Mueller, Katherine Ristow, Marilyn Schuh, Karen Valencia, James VandenBoom, Carol Wagner, Darlene Waterstreet

Members Absent: Julie Grinde, Kerry Trask, Robert Vollendorf

Others Present: Ginger Brochtrup, Julia Davis, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Steve Thiry, Barb Weber

Kjelstrup led the introductions and welcomed two new Trustees, Mark Kohrell and Karen Valencia.

Minutes: A motion was made by Konen and seconded by Waterstreet to accept the minutes of the November 17, 2010, MCLS Board meeting, as amended. Kerry Trask's name will be added under Members Absent and 'approved' will be changed to 'made' in the second paragraph. Motion carried.

Public Comment: None

Communications: Enclosure #2, the Wisconsin Public Library Consortium (WPLC) survey project and request for contributions, was discussed. The survey is done every three to four years. An amount considered during discussion was MCLS contributing a percentage comparable to MCLS' share of state aid, which is 2.08%.

Financial Business: A motion was made by Muellenbach and seconded by Schuh to approve the November and December 2010 financial reports. Motion carried.

A motion was made by Waterstreet and seconded by Wagner to approve the December 2010 and January 2011 payment of bills. Motion carried.

A motion was made by Mueller and seconded by Konen to approve the LARS financial report through December 2010. Motion carried.

System Director's Report: A written report was provided in the Board packets. Petersen noted one correction concerning MCLS' contribution to the WPLC Overdrive e-book challenge, which should state \$250. Manitowoc Public Library contributed \$500.

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

Member Library Directors' Reports: Reports were presented by Cherilyn Stewart, Julia Davis, Steve Thiry, Chris Moede, Barb Weber, and Jeff Dawson.

Unfinished Business: None

New Business:

Recommendation from Personnel Committee: Muellenbach presented the report from the January 19, 2011 Personnel Committee meeting, which recommended an increase of five hours per

week to the Administrative Assistant's schedule, for a total of 30 hours per week. A motion to increase the Administrative Assistant's hours by five per week was made by Schuh and seconded by Long. Motion carried.

Inclement Weather Policy for Employee Policy and Handbook: A motion was made by Waterstreet and seconded by Muellenbach to table the Board's decision on the Inclement Weather Policy. Motion carried. The first and third paragraphs will be revised by Petersen and returned to the Personnel Committee for review. Petersen will also review the policies of the member libraries.

Election of Officers for 2010: Vandenboom thanked the 2010 officers, Kjelstrup, Trask, Schuh, and Wallace, for their service. He nominated the following officers for 2011: Vandenboom - President, Muellenbach - Vice President, Kjelstrup - Treasurer, and Schuh - Secretary. A motion to accept the four nominees for the 2011 slate of officers was made by Mueller and seconded by Konen. Motion carried.

Former Board President Kjelstrup turned the meeting over to Vandenboom, the new Board President, following the acceptance of the 2011 slate of officers. Vandenboom led the remainder of the meeting.

Authorize President to Sign Annual Report: A motion was made by Muellenbach and seconded by Wagner to authorize the Board President to sign the Annual Report. Motion carried.

Approve Donation to WPLC for Proposed Survey: A motion was made by Kjelstrup and seconded by Schuh to permit MCLS to make a \$400 donation to the survey. Motion carried.

Trustee Education Policy Revision: A motion to table the Trustee Education Policy revision was made by Kjelstrup and seconded by Waterstreet. Motion carried. Petersen will revise the policy and it will be discussed at the March 2011 Board meeting.

Approve Bylaw Addition: A motion to accept the addition of Article VIII – Conflict of Interest – to the Constitution, and renumber current Articles VIII and IX to Articles IX and X, was made by Waterstreet and seconded by Kjelstrup. Motion carried.

Approve Formation of Technology Committee: The formation of a Technology Committee was recommended in order to research options regarding ways to increase bandwidth – whether through ESLS or going on our own. The Committee could also raise awareness to the rest of the Board as far as what this involves financially, and could assist Ginger in bringing decisions back to the Board. It was suggested to have a mission statement for the Technology Committee and a paragraph about the Committee's roles. A motion was made by Kjelstrup and seconded by Wagner that we form a Technology Committee comprised of at least two MCLS Board members, the MCLS Director and ILS/IT Specialist, and two library Directors. Motion carried.

The Technology Committee will be composed of the following members: Becky Petersen, Ginger Brochtrup, Natalie Long, Mary Muellenbach, Katherine Ristow, Julia Davis and Jeff Dawson.

It was noted that Muellenbach would be leaving the Personnel Committee to join the Technology Committee. Also, Kjelstrup and Konen will be leaving the Personnel Committee. The Personnel Committee currently consists of James Vandenboom and Carol Wagner, and is in need of additional Board members. Vandenboom will ask for volunteers again at our March Board meeting.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 30, 2011, at 6:30 p.m., at the New Holstein Public Library.

Adjourn: A motion to adjourn was made at 8:20 p.m. by Waterstreet and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

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**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 30, 2011 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 26, 2011 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. January and February, 2011 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2011 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 28, 2011 (enclosure #6) *ACTION REQUESTED*
 - d. Changes to financial reports year-end 2010 and future reports (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. Status Update Technology Committee
10. Unfinished business
 - a. Approve revised Inclement Weather Policy for the Employee Policy and Handbook (enclosure #10) *ACTION REQUESTED*
 - b. Approve revised Trustee Education policy (enclosure #11) *ACTION REQUESTED*
 - c. Approve revised Bylaw addition (enclosure #12) *ACTION REQUESTED*
11. New Business
 - a. Recommendation from the Personnel Committee regarding the Budget Repair Bill (enclosures #13 & 14) *ACTION REQUESTED*
 - b. Authorization of officer's signatures for Bank First National *ACTION REQUESTED*
 - c. Authorize preparation of an MCLS Long Range Plan *ACTION REQUESTED*
 - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
12. Trustee Education-Please read Trustee Essentials #8 & #9 in the Trustee Manual prior to meeting
13. Confirm date and set place for May 25th meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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
March 30, 2011
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 30, 2011, at 6:30 p.m., by President of the Board, James VandenBoom.

Members Present: Julie Grinde, Mark Kohrell, Faye Konen, Natalie Long, Ray Mueller, Katherine Ristow, Marilyn Schuh, James VandenBoom, Darlene Waterstreet

Members Absent: Cheryl Kjelstrup, Mary Muellenbach, Kerry Trask, Karen Valencia, Robert Vollendorf, Carol Wagner

Others Present: Julia Davis, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Steve Thiry, Barb Weber

Minutes: A motion was made by Schuh and seconded by Ristow to accept the minutes of the January 26, 2011, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

Financial Business: A motion was made by Waterstreet and seconded by Grinde to approve the January and February 2011 financial reports. Motion carried. The 2012 annual budget for rent will be increased from \$6000 to \$6600 to reflect the \$50/month paid for garage space for the van.

A motion was made by Konen and seconded by Mueller to approve the February and March 2011 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Long to approve the LARS financial report through February 28, 2011. Motion carried.

A motion was made by Waterstreet and seconded by Long to approve Enclosure #7, changing the method of reporting grant revenue on the financial reports from this point forward, and approving changes made to the year-end 2010 financial report. Motion carried.

System Director's Report: A written report was provided in the Board packets. Petersen explained that system funding will be cut by 10% in 2012. Approximately one-third of the funding cut will be made up by the amount employees will be paying into their pension funds in 2012 if the Budget Repair Bill is implemented.

Although the ARRA Broadband Grant was rejected by the state, we still have the opportunity to provide 20Mbps of bandwidth for each of our libraries and 100Mbps for MCLS because of a decrease in the cost of bandwidth. Member libraries should expect to upgrade their router at a cost of approximately \$1500 each, to handle the extra bandwidth. The MCLS Technology Committee will investigate the viability of separating network services from ESLS.

Teach rate funding has not been cut for the 2012 budget.

Petersen is working on a long-range plan for MCLS, with directors and board members, to develop a consensus of our goals and objectives. Mary Kohrell will help to facilitate the process. Petersen would like to see results of the WPLC Survey before completing the long-range plan.

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

Member Library Directors' Reports: Reports were presented by Barb Weber, Chris Moede, Julia Davis, Steve Thiry, Cherilyn Stewart and Jeff Dawson.

Technology Committee: The libraries will be boosted up to the 20 mbps bandwidth, and now the decision is do we split from Eastern Shores this year, before our budget goes down. The Technology Committee will meet Tuesday, April 5, and costs should be finalized by May.

Personnel Committee: Kjelstrup is back on the Personnel Committee, along with VandenBoom and Wagner, the Committee Chair. The Committee is still looking for another volunteer.

Unfinished Business:

Approve Revised Inclement Weather Policy for Employee Policy and Handbook: The consensus of the Board was the policy should be revised to include other emergency closing situations, in addition to weather. Petersen confirmed that Version B states that if MCLS closes after employees report for work, they will be paid for actual hours worked on that day, or four hours – whichever is greater. Any remaining hours will be made up by the employee. A motion to approve Version B, as amended - to broaden the policy to include other emergency closing conditions, was made by Waterstreet and seconded by Kohrell. Motion carried.

Approve Revised Trustee Education Policy: A motion to approve the revised Trustee Education Policy was made by Schuh and seconded by Konen. Motion carried.

Approve Revised Bylaw Addition: A motion to remove the last sentence of Article VII, Section 1, concerning the Resource Library and Headquarters, was made by Schuh and seconded by Ristow. Motion carried.

At the January 26, 2011, Board of Trustees meeting, the Board had already approved the addition of Article VIII – Conflict of Interest – to the Constitution and renumbering of current Articles VIII and IX to Articles IX and X.

New Business:

Recommendation from Personnel Committee Regarding the Budget Repair Bill: Petersen reported that with the Budget Repair Bill currently stalled, the Personnel Committee recommended that no action be taken at this time regarding the 2011 contracts with employees, but that changes would be expected with the 2012 budget.

Authorization of Officers' Signatures for Bank First National: A motion was made by Grinde and seconded by Ristow to accept the authorization of MCLS Officers' signatures (VandenBoom, Muellenbach, Kjelstrup and Schuh) for the four MCLS bank accounts at Bank First National. Motion carried.

Authorize Preparation of MCLS Long-Range Plan: Discussion was held concerning who should participate in the long-range plan meetings. All of the library Directors will participate, and meetings will coincide to follow the LARS and Directors meetings, when possible. Board members are encouraged to attend meetings – especially in the beginning when the facilitator, Mary Kohrell, is there. These are open meetings and anyone can attend. Petersen will send meeting notices to all Trustees. Waterstreet offered to proofread and edit the plans for the Committee. A motion to move forward with the long-range plan was made by Waterstreet and seconded by Schuh. Motion carried.

Set Dates for Manitowoc and Calumet County Library Advisory Committee Meetings: A motion was made by Grinde and seconded by Ristow to accept the following dates for the county meetings:

Calumet County: Tuesday, May 10th, Chilton Public Library, 5:00 p.m.

Manitowoc County: Thursday, May 12th, Manitowoc Public Library, 5:00 p.m.

Motion carried.

Trustee Education: Waterstreet reviewed Trustee Essentials Chapters 8 and 9, and noted that while these were written for public libraries and some of the points may not apply to systems, certain areas definitely do apply. The first paragraph of Chapter 8, The Budget Development Process, discusses a long-range plan, which does apply to us. She also brought to the Board's attention the first paragraph of Chapter 9, stating that the Board has ultimate responsibility for all aspects of library financial management.

The Board discussed the possibility of fundraising, which could be a system-wide effort, in which Trustees could also actively participate. Petersen will look into this.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, May 25, 2011, at 6:30 p.m., at the Kiel Public Library.

Adjourn: A motion to adjourn was made at 8:15 p.m. by Waterstreet. 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 Chilton Times Journal, 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 25, 2011 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 25, 2011 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 30, 2011 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) (enclosure #2)
5. Financial Business
 - a. March and April, 2011 financial reports (enclosures #3 & 4) *ACTION REQUESTED*
 - b. Payment of April and May, 2011 bills (enclosure # 5 & 6) *ACTION REQUESTED*
 - c. LARS financial report through April 2011 (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. Status Update Technology Committee
10. Unfinished business
11. New business
 - a. Audit report (enclosure #10)
 - b. Annual county meetings report
 - c. Announcement of LSTA grant categories for 2012
12. Trustee Education-Review the Recommendations Excerpted from the 2008 DPI Report in the Trustee Manual (enclosure #11)
13. Confirm date July 27, 2011 and set place for meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director at (920) 553-6257. If you require special needs accommodations for this meeting, please contact the System Director at 920-553-6257 (telephone), at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
May 25, 2011
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 25, 2011, at 6:32 p.m., by President of the Board, James VandenBoom.

Members Present: Cheryl Kjelstrup, Mark Kohrell, Faye Konen, Mary Muellenbach, Ray Mueller, Katherine Ristow, Marilyn Schuh, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

Members Absent: Julie Grinde, Natalie Long, Kerry Trask, Karen Valencia, Carol Wagner

Others Present: Ginger Brochtrup, Julia Davis, Connie Griseto, Chris Moede, Rebecca Petersen, Conrad Schumitsh (6:45 pm – 7:03 pm), Barb Weber

A motion was made by Kjelstrup and seconded by Vollendorf to amend the agenda to accommodate the audit report by Conrad Schumitsch of Anderson Tackman. Motion carried.

Minutes: A motion was made by Schuh and seconded by Waterstreet to accept the minutes of the March 30, 2011, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: The notification letter from DPI, stating MCLS' second state aid payment for 2011, was included in the Board packets. Petersen will notify DPI of the change in the MCLS Board president.

Financial Business: A motion was made by Vollendorf and seconded by Kjelstrup to approve the March and April 2011 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Schuh to approve the April and May 2011 payment of bills. Motion carried. The MCLS Board meeting mileage reimbursements on the April 7, 2011 Check Register should state New Holstein Public Library.

A motion was made by Waterstreet and seconded by Ristow to approve the LARS financial report through April 2011. Motion carried.

MCLS staff will acknowledge and thank Beerntsen's Confectionary for their donation to the 2011 Battle of the Books summer reading program.

System Director's Report: Petersen reviewed her written report provided in the Board packets, and stressed the importance of the e-Book Summit and looking into statewide strategies for providing e-content.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup stated that the information she learned at the annual Sirsi COSUGI conference this year was very beneficial to our needs.

Member Library Directors' Reports: Reports were presented by Julia Davis, Chris Moede, Barb Weber, Ray Mueller for Steve Thiry, and Rebecca Petersen for Jeff Dawson and Cherilyn Stewart.

Technology Committee: The Technology Committee had not met since our last Board meeting in March, but with losing 10% of our budget, and after reviewing equipment costs as well as long-term costs, the split from Eastern Shores does not look feasible at this time. Discussion was held concerning the status of the BCN contract extension negotiations with the telcos, and what our goals are for bandwidth. Board members also discussed that because of the bad economy, many families have had to discontinue internet services at home and are relying more on the libraries to fill this need.

New Business:

Audit Report: Conrad Schumitsch of Anderson Tackman reviewed the December 31, 2010, Financial Statements with the Board. A motion was made by Schuh and seconded by Vollendorf to approve the 2010 audit and financial statements. Motion carried.

Annual County Meetings Report: Petersen reported that the meetings went smoothly, and the budgets were approved as they are - knowing that if the Budget Repair Bill goes through with the state, things could change.

Announcement of LSTA Grant Categories for 2012: The information for the LSTA grant categories should be available soon. Approximately \$300,000 is expected to go toward a statewide pool of resources for e-content. The T1 grant will be kept, but Enhancing Technology may be removed.

Trustee Education:

Review the Recommendations Excerpted from the 2008 DPI Report in the Trustee Manual: Waterstreet presented excerpted recommendations from the 2008 DPI report to the Board to raise awareness as to where we currently stand. The Board discussed the status of each of the recommendations - whether it had been done, in process, or no longer necessary.

The Board also discussed if there was a need for having an advisory committee which would serve as a place for directors to bring up problems or concerns. There does not seem to be a need at this time for such a committee, but this could change if the library directors feel that they need it.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, July 27, 2011, at 6:30 p.m., at Lester Public Library.

Adjourn: A motion to adjourn was made at 7:50 p.m. by Waterstreet and seconded by Schuh. 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 Chilton Times Journal, 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 27, 2011 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 27, 2011 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 25, 2011 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. May and June, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment June and July, 2011 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. May and June, 2011 LARS financial report (enclosure #6) *ACTION REQUESTED*
8. System Director's report (enclosure #7)
9. System IT/ILS Specialist's report (enclosure #8)
10. Reports from directors of member libraries
11. Status update Technology Committee
12. Unfinished business
 - a. Clarify Planning Committee membership for MCLS Long Range Plan *ACTION REQUESTED*
 - b. Recommendation from Personnel Committee regarding the required employee contribution to WRS pension plan per the passage of Act 10 *ACTION REQUESTED*
13. New business
 - a. 2012 Statewide Delivery Options (enclosure #9) *ACTION REQUESTED*
 - b. LSTA 2012 Grant Applications (enclosure #10) *ACTION REQUESTED*
 - c. Discussion of member libraries' policies regarding the new "concealed carry" law
 - d. Discussion of member libraries' outdoor surveillance monitoring
 - e. Schedule Finance Committee Meeting to review 2012 Budget Proposal *ACTION REQUESTED*
14. Trustee Education –none this meeting
15. Confirm date September 28, 2011 and set place for meeting
16. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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
July 27, 2011
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at Lester Public Library on Wednesday, July 27, 2011, at 6:31 p.m., by President of the Board, James VandenBoom.

Members Present: Julie Grinde, Cheryl Kjelstrup, Faye Konen, Natalie Long, Ray Mueller, Kerry Trask, Karen Valencia, James VandenBoom, Robert Vollendorf, Carol Wagner

Members Absent: Mark Kohrell, Mary Muellenbach, Katherine Ristow, Marilyn Schuh, Darlene Waterstreet

Others Present: Ginger Brochtrup, Jeff Dawson, Connie Griseto, Rebecca Petersen, Cherilyn Stewart (6:36 pm), Steve Thiry

Minutes: A motion was made by Kjelstrup and seconded by Konen to accept the minutes of the May 25, 2011, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: The MCLS Board received a letter from Barb Weber in appreciation of MCLS' continued support of the New Holstein Public Library Summer Reading Fun Program.

VandenBoom thanked the Board members and staff who lobbied for keeping WiscNet.

Financial Business: A motion was made by Grinde and seconded by Vollendorf to approve the May and June 2011 financial reports. Motion carried.

A motion was made by Vollendorf and seconded by Kjelstrup to approve the June and July 2011 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Wagner to approve the LARS financial report through June 2011. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen discussed the results of the System Services Evaluation and stated that delivery is the top priority to our libraries. She also noted that the statewide South Central Library System (SCLS) delivery options for next year include either a five-day per week schedule (as we currently have it) or a four-day per week schedule.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup added a recent update on the status of the lawsuit against WiscNet.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Cherilyn Stewart, Steve Thiry, and Rebecca Petersen for Chris Moede.

Technology Committee: We have received quotes for the router and equipment from Cisco and Juniper. Ginger is also expecting quotes from Inacom and CDW-G. We are unable to do anything until things are settled between the DOA and BCN, which is expected to be by the end of August, but could change. Directors will discuss this at the next LARS meeting. The Technology Committee is meeting again in early August.

Unfinished Business:

Clarify Planning Committee membership for MCLS Long Range Plan: Discussion was held concerning if MCLS staff should attend the Long Range Planning Committee meetings. Board members stated that these are open meetings that anyone can attend and felt that it would be important to have some staff representation at these meetings. This is an information-gathering group and everything will be brought back to the Board. It was the consensus of the Board that the previous motion stands which would leave the make-up of the Long Range Planning Committee as stated at the March 30, 2011, MCLS Board meeting, with the understanding that this is an open meeting.

Recommendation from the Personnel Committee regarding employee required contribution to WRS: The Personnel Committee stated that there is an agreement with MCLS employees for MCLS to pay the WRS employee-required contributions. Since this expense was already included in our 2011 budget, the Committee recommended that the 5.8% employee payroll deductions start as of January 1, 2012. It was the consensus of the Board to contact our attorney for a legal opinion and to proceed as per the advice of the attorney.

New Business:

2012 Statewide Delivery Options: A chart showing the South Central Library System (SCLS) delivery costs for 2012 was included in the packets. For a cost savings, we have the option of switching from a five-day per week delivery schedule to four days per week. The library directors who were present agreed to the four-day per week delivery from SCLS. The MCLS drivers would continue their five-day per week delivery to libraries in our system. A motion was made by Trask and seconded by Kjelstrup to change SCLS delivery for 2012 to a four-day per week schedule. Motion carried.

LSTA 2012 Grant Applications: Petersen explained the two grants – one being a non-competitive grant which supports the T1 data lines at our six libraries and MCLS; the other grant is for special needs, targeting the hearing impaired. We are looking at purchasing iPads, which come loaded with adaptive tools. Petersen will put a plan together with the directors concerning how many iPads, how we'll circulate them, etc. A motion to pursue the two grants listed in Enclosure #10 was made by Kjelstrup and seconded by Vollendorf. Motion carried.

Concealed Carry Law Policies: Discussion was held concerning what policies the member libraries were establishing to address the Concealed Carry Law. This may be something the local city attorneys and municipalities should advise the libraries on. We could also check with the Wisconsin League of Municipalities. It was noted that we could review policies in other states' libraries, as well as the policy recently posted by the Milwaukee Public Library. The policies would be up to our individual libraries and their boards.

Outdoor Surveillance Monitoring: Discussion was held concerning what, if anything, libraries in our system are doing.

Schedule Finance Committee Meeting to review 2012 Budget Proposal: The Finance Committee (Kjelstrup, Long, Mueller and Vandenboom) will meet at Manitowoc Public Library on Wednesday, August 24, 2011, at 6:30 p.m., to discuss the 2012 budget proposal.

Trustee Education: None

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, September 28, 2011, at 6:30 p.m., at Chilton Public Library.

Adjourn: A motion to adjourn was made at 7:50 p.m. by Long and seconded by Wagner. 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 Chilton Times Journal, 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 28, 2011 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 28, 2011 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 27, 2011 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. June, July, and August, 2011 financial reports (enclosures #2, #3, and #4) *ACTION REQUESTED*
 - b. Payment of August and September, 2011 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. July and August, 2011 LARS financial report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report will be handed out at the meeting
10. Reports from directors of member libraries
11. Unfinished business
12. New business
 - a. Personnel Committee report *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #9 and #10) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #11) *ACTION REQUESTED*
 - e. 2012 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
13. Trustee Education – 2011 WLA Conference
14. Confirm date November 16, 2011 and set place for meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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 28, 2011
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, 2011, at 6:30 p.m., by President of the Board, James VandenBoom.

Members Present: Cheryl Kjelstrup, Mark Kohrell, Faye Konen, Mary Muellenbach, Ray Mueller, Katherine Ristow, Marilyn Schuh, Karen Valencia, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

Members Absent: Julie Grinde, Natalie Long, Kerry Trask, Carol Wagner

Others Present: Julia Davis, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart (6:40 pm), Steve Thiry

Minutes: A motion was made by Vollendorf and seconded by Konen to accept the minutes of the July 27, 2011, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

Financial Business: A motion was made by Schuh and seconded by Kjelstrup to approve the June, July and August 2011 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the August and September 2011 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the LARS financial report through August 2011. Motion carried.

System Director's Report: A written report was included in the Board packets. A literacy LSTA grant for add-on modules for Learning Express computer skills training will replace the special needs LSTA grant for iPads. The Directors felt there would be better long-term use for the literacy grant. Petersen also reported on the WILS/ILL conference she attended in Madison.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Petersen noted that Chilifresh has been replaced with "Library Thing".

Member Library Directors' Reports: Reports were presented by Steve Thiry, Julia Davis, Chris Moede, and Cherilyn Stewart.

Unfinished Business:

MCLS does not need to establish a concealed weapons policy because the law states that no weapons are allowed on school property. Our member libraries are following the guidance of their city councils, police, etc.

New Business:

Personnel Committee Report: The Personnel Committee has met twice since our July Board meeting – once concerning the Act 10 WRS employee deductions and once for the Director's performance review.

Act 10 – 5.8% WRS employee deductions – Our lawyer stated we need to comply with Act 10, and start deducting the 5.8% from our employees' paychecks immediately. The Personnel Committee recommends instead of a bonus or salary increase to offset the money employees will be paying to WRS in 2011, that we give our employees the equivalent in days off – for 2011 only.

The Employee Handbook will be changed to reflect the new law, and state that MCLS will pay half of the WRS employee contribution instead of the entire amount.

Director's performance review – The responses received from trustees, directors and staff were overwhelmingly positive, with just a few suggestions for improvement.

Kjelstrup moved that we allow our employees to take equivalent time off in 2011, one time only, as a gift to them, and that the Employee Handbook be changed to reflect the current law. Kohrell seconded. Motion carried.

Finance Committee Report: Mueller reported that the Finance Committee met one month ago to review the budget. They had questions on line items which Petersen answered and/or new numbers were put in.

Adopt Line Item and Program Budgets: The \$7800 for the 2011 Gates Grant should be listed under Grant Revenue and removed from Expenditures. Changes in the 2012 budget include budgeting less for benefits due to the employees' WRS contribution. Also, system and staff development is expected to decrease due to less travel. Kjelstrup moved that we accept the 2012 Proposed Budget as presented. Seconded by Ristow. Kjelstrup amended the motion to include the correction for the Gates Grant. Seconded by Ristow. Motion carried.

Adopt System Plan: The System Plan was included in the Board Packets. Petersen anticipates changes in next year's plan – after our long range plan is done. Mueller moved to accept the plan and to have the MCLS Board President and Director sign the document, as indicated on page 9. Seconded by Muellenbach. Motion carried.

2012 Resource Library Agreement: The 2012 Resource Library Agreement includes a section for services included, along with an estimated price for each service. The Board requested further information on the \$18,970 for cataloging services. These numbers are for informational purposes and do not affect the amount of the Resource Library Agreement. Vollendorf moved that we approve the Resource Library Agreement, with an explanation from Stewart of the \$18,970 for cataloging services. Muellenbach seconded. Motion carried. The Resource Library Agreement can be signed.

Trustee Education: Handouts for the November WLA conference were included in the Board folders. Petersen offered to coordinate carpooling for trustees who want to attend. Petersen is trying to set up a workshop for trustees and asked the Board if there were any specific topics they are interested in covering. She plans to have the presenter go over basic responsibilities of trustees and library advocacy. This could be in conjunction with a Board meeting - starting the meeting earlier (at approximately 5:00 pm).

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, November 16, 2011, at 6:30 p.m., at the Brillion Public Library, or at 5:00 p.m., if holding a trustee education workshop.

Adjourn: A motion to adjourn was made at 7:30 p.m. by Kjelstrup and seconded by Valencia. 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 Chilton Times Journal, 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 16, 2011 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 16, 2011 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 28, 2011 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, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2011 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
6. System Director's report (enclosure #7)
7. System IT/ILS Specialist's report (enclosure #8)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Update of Board member appointments and reappointments for 2012-2014 (enclosure #9)
 - b. Designate Banking Institution for 2012 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2011 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2012
 - e. Schedule a Finance Committee meeting to review internal control procedures per audit recommendation (enclosure #10) *ACTION REQUESTED*
11. Trustee Education
12. Select dates for 2012 meetings and confirm date (January 25) and set place for next meeting (enclosure #11) *ACTION REQUESTED*
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 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 16, 2011
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 16, 2011, at 6:32 p.m., by President of the Board, James VandenBoom.

Members Present: Cheryl Kjelstrup, Faye Konen, Ray Mueller, Kerry Trask (6:45 p.m.), Karen Valencia, James VandenBoom, Robert Vollendorf, Carol Wagner, Darlene Waterstreet

Members Absent: Julie Grinde, Mark Kohrell, Natalie Long, Mary Muellenbach, Katherine Ristow, Marilyn Schuh

Others Present: Ginger Brochtrup, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Barb Weber

Minutes: A motion was made by Vollendorf and seconded by Konen to accept the minutes of the September 28, 2011, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Vandenboom distributed an article stating the court dismissed the suit against the UW Extension Broadband project.

Financial Business: A motion was made by Kjelstrup and seconded by Wagner to approve the September and October 2011 financial reports. Motion carried.

A motion was made by Vollendorf and seconded by Kjelstrup to approve the October and November 2011 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Valencia to approve the LARS financial report through October 2011. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen updated the Board on several topics including:

- There will be a joint ILS meeting with Brown County Library representatives on December 16, 2011.
- We have billed the libraries for the WPLC digital content buying pool.
- There is a Trustee workshop with Ron McCabe scheduled for March 28, 2012.
- The WPLC User/Non-User Survey is almost complete. They plan to send out the survey after the first of the year, and we should expect results sometime in spring.
- The Technology Committee will be meeting in the near future – now that the BCN/DOA contract has been signed.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup added that with LSTA funds she has been able to enhance the eLibrary catalog, including improvements to the sort feature, adding an hour-glass display while searching, adding a login option, and adding authors to the hold list.

Member Library Directors' Reports: Reports were presented by Chris Moede, Barb Weber, Cherilyn Stewart, and Ray Mueller for Steve Thiry.

Unfinished Business: None

New Business:

Board member appointments and reappointments: Four Board members' terms are expiring at year-end 2011. VandenBoom will stay on the Board, Trask is resigning from the Board, and Petersen will check with Grinde and Kohrell to see what their intentions are. Any Board members who have someone they would like to recommend to fill the vacancy(ies) should contact Petersen.

Designate banking institution for 2012: A motion to stay with Bank First National as our official banking institution was made by Trask and seconded by Vollendorf. Motion carried.

Designate auditor and authorize contract for 2011 audit: Petersen presented two bids to the Board for our annual audit. Anderson Tackman was the lower of the two. A motion was made by Kjelstrup and seconded by Vollendorf to designate Anderson Tackman as the auditor for 2011. Motion carried.

Appoint Board Officer Nominating Committee to nominate officers for 2012: VandenBoom will head this committee and bring information to the January 2012 meeting.

Schedule Finance Committee meeting to review internal control procedures per audit recommendation: The Finance Committee will meet on Monday, December 5, 2011, at 6:00 p.m. at the Manitowoc Public Library.

Trustee Education: Petersen distributed a handout and reported on several topics from the WLA Conference. There will be a link from the MCLS website to the PowerPoint presentation "*The Library Board as Employer*". Waterstreet also reported on events at the WLA Conference including a "*Vintage Wisconsin Gardens*" presentation, which she recommended to any of our libraries who are interested. She also attended a presentation which consisted of a series of skits on the topic of *Ethics and Conflicts of Interest Related to Trustees*. Rachel Muchin-Young also attended the skits, and will be trying to obtain more information and collecting ideas for future use. It was recommended that Petersen and Muchin-Young discuss the possibility of presenting an abbreviated version of these skits before or after an MCLS Board meeting – likely in January, and possibly extending the invitation to the Trustees of all of the libraries in our System.

Select dates for 2012 meetings: Kjelstrup moved that we accept the dates for the 2012 Board meetings, as presented in Enclosure #11. Seconded by Mueller. Motion carried.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, January 25, 2012, at 6:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 7:30 p.m. by Konen and seconded by Waterstreet. Motion carried.

Respectfully submitted,

Connie Griseto