

**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 25, 2012 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 25, 2012 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 16, 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. November and December, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of December, 2011 and January, 2012 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through December, 2011 (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
 - a. Adopt MCLS Long-Range Plan 2012-2014 (enclosure #9) *ACTION REQUESTED*
 - b. Finance Committee Report
10. New business
 - a. Election of Officers for 2012
 - b. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - c. Schedule Personnel Committee to review MCLS employees' contracts *ACTION REQUESTED*
 - d. Approve revised Technology Assistance Grants Policy (enclosure #10) *ACTION REQUESTED*
11. Trustee Education
12. Confirm date and set place for March 28th 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
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, March 28, 2012 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 28, 2012 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 25, 2012 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, 2012 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2012 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 29, 2012 (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. Recommendation from the Personnel Committee regarding the revision of MCLS employees' contracts regarding accrual of vacation and paid time off (PTO) *ACTION REQUESTED*
 - b. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
 - c. Discuss Library District Legislation proposal (enclosure #9)
 - d. Review 2011 Annual Report statements concerning public library system effectiveness (enclosures #10 & #11)
11. Trustee Education-Ron McCabe will present at 5:00pm
12. Confirm date and set place for May 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.

**Second 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 30, 2012 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, 2012 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, 2012 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. January, February, March, and April, 2012 financial reports (enclosures #3, #4, #5 & #6) *ACTION REQUESTED*
 - b. Payment of April and May, 2012 bills (enclosure #7 & #8) *ACTION REQUESTED*
 - c. LARS financial report through April 2012 (enclosure #9) *ACTION REQUESTED*
6. System Director's report (enclosure # 10)
7. System IT/ILS Specialist's report (enclosure #11)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Audit report (enclosure #12)
 - b. Annual County meetings report
 - c. Approve amended 2012 MCLS Budget (enclosures #13 and #14) *ACTION REQUESTED*
 - d. Announcement of LSTA grant categories for 2012
 - e. Approve a feasibility study to determine the viability of merging system resources and staff with the Eastern Shores Library System *ACTION REQUESTED*
11. Trustee Education – review of the MCLS Trustee Manual
12. Confirm date July 25, 2012 and set place for meeting
13. 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
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 25, 2012 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, 2012 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, 2012 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)
5. Financial Business
 - a. May and June, 2012 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of June and July, 2012 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. May and June, 2012 LARS financial report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report (enclosure #9)
10. Reports from directors of member libraries
11. System Merger Committee recommendation (enclosure #10) *ACTION REQUESTED*
12. Unfinished business
13. New business
 - a. LSTA 2013 Grant Applications (enclosure #11) *ACTION REQUESTED*
 - b. Schedule Finance Committee Meeting to review 2013 Budget Proposal *ACTION REQUESTED*
 - c. Schedule Personnel Committee Meeting to establish timeline and procedure for Director's annual evaluation *ACTION REQUESTED*
14. Trustee Education –none this meeting
15. Confirm date September 26, 2012 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
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 26, 2012 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, 2012 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, 2012 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) (enclosures #2 and #3)
5. Financial Business
 - a. July and August, 2012 financial reports (enclosures #4 and #5) *ACTION REQUESTED*
 - b. Payment of August and September, 2012 bills (enclosures #6 and #7) *ACTION REQUESTED*
 - c. July and August, 2012 LARS financial report (enclosure #8) *ACTION REQUESTED*
8. System Director's report (enclosure #9)
9. System IT/ILS Specialist's report (enclosure #10)
10. Reports from directors of member libraries
11. Unfinished business
 - a. System Merger update
12. New business
 - a. Personnel Committee report *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #11 and #12) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #13) *ACTION REQUESTED*
 - e. 2012 Resource Library Agreement (enclosure #14) *ACTION REQUESTED*
13. Trustee Education – 2012 WLA Conference
14. Confirm date November 14, 2012 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
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 14, 2012 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 14, 2012 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, 2012 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, 2012 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2012 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
 - a. Approve revised 2013 System Plan (enclosure #9)
 - b. System merger discussions update; schedule Merger Committee meeting if necessary *ACTION REQUESTED*
10. New business
 - a. Update of Board member appointments and reappointments for 2013-2015 (enclosure #10)
 - b. Designate Banking Institution for 2012 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2012 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2013
11. Trustee Education
12. Select dates for 2013 meetings and confirm date (January 30) 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 25, 2012 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 25, 2012 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 16, 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. November and December, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of December, 2011 and January, 2012 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through December, 2011 (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
 - a. Adopt MCLS Long-Range Plan 2012-2014 (enclosure #9) *ACTION REQUESTED*
 - b. Finance Committee Report
10. New business
 - a. Election of Officers for 2012
 - b. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - c. Schedule Personnel Committee to review MCLS employees' contracts *ACTION REQUESTED*
 - d. Approve revised Technology Assistance Grants Policy (enclosure #10) *ACTION REQUESTED*
11. Trustee Education
12. Confirm date and set place for March 28th 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 25, 2012
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 25, 2012, at 6:30 p.m., by President of the Board, James VandenBoom.

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

Members Absent: Mary Muellenbach

Others Present: Ginger Brochtrup, Connie Griseto, Rebecca Petersen, Steve Thiry

Minutes: A motion was made by Mueller and seconded by Vollendorf to accept the minutes of the November 16, 2011, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Petersen brought copies of letters from Manitowoc County for the reappointment of Grinde and VandenBoom for three-year terms, and from Calumet County for the reappointment of Kohrell for a three-year term. She also brought copies of two recent news articles concerning the expansion of the WPLC Digital Download Center.

Financial Business: A motion was made by Schuh and seconded by Grinde to approve the November and December 2011 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Wagner to approve the December 2011 and January 2012 payment of bills. Motion carried.

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

System Director's Report: A written report was included in the Board packets. Petersen was invited to speak at the Lions Club December meeting and was presented with a donation of \$429.90 for MCLS. We will look into purchasing a tablet PC, or possibly several tablets in the future, to loan out to our libraries. Petersen also noted that the Technology Committee should be able to disband for awhile at this point. The member library directors decided it would be more cost-effective to pursue third party internet service providers rather than increasing bandwidth through TEACH.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup recently finished gathering the annual report numbers for the libraries.

Member Library Directors' Reports: Reports were presented by Steve Thiry, and by Petersen for Chris Moede. Kiel Public Library's winter newsletter was handed out.

Unfinished Business:

Long Range Plan: A motion to adopt the Long Range Plan as presented was made by Kjelstrup and seconded by Wagner. Motion carried. Board members commented that Mary Kohrell did an excellent job as facilitator of the plan.

Finance Committee Report: The Finance Committee met on December 5, 2011, to review the internal controls documents. They did not change the content.

New Business:

Election of Officers for 2012: VandenBoom thanked the officers that served in 2011 – Kjelstrup, Muellenbach and Schuh. He nominated the following officers for 2012:

Vandenboom - President
Mueller - Vice President
Kjelstrup - Treasurer
Schuh - Secretary

A motion to close the nominations and to accept the four nominees for the 2012 slate of officers was made by Grinde and seconded by Wagner. Motion carried. Grinde also thanked the officers who agreed to serve again in 2012.

Authorize President to Sign the Annual Report: A motion to authorize the President to sign the annual report was made by Kjelstrup and seconded by Vollendorf. Motion carried.

Schedule Personnel Committee to Review MCLS Employee Contracts: Petersen would like the Personnel Committee to meet to review employees' contracts. She will send out a Doodle to Personnel Committee members (Kjelstrup, VandenBoom and Wagner) to check everyone's availability and will then schedule the meeting.

Approve Revised Technology Assistance Grants Policy: A motion to accept the revisions to the Technology Assistance Grants Policy as shown in Enclosure #10 was made by Kohrell and seconded by Wagner. Motion carried.

Trustee Education: None. Petersen reminded the Board that there will be a Trustee Workshop at 5:00 p.m., immediately preceding our March 28th Board meeting in New Holstein.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 28, 2012, at the New Holstein Public Library. A Trustee Workshop featuring Rob McCabe, Director of McMillan Memorial Library in Wisconsin Rapids and author of *Civic Librarianship: Renewing the Social Mission of the Public Library*, will begin at 5:00 p.m., followed by the regularly scheduled MCLS Board meeting which will begin at 6:30 p.m.

Adjourn: A motion to adjourn was made at 7:08 p.m. by Waterstreet and seconded by Konen. Motion carried.

Respectfully submitted,

Connie Griseto

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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 28, 2012 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 28, 2012 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 25, 2012 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, 2012 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2012 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 29, 2012 (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. Recommendation from the Personnel Committee regarding the revision of MCLS employees' contracts regarding accrual of vacation and paid time off (PTO) *ACTION REQUESTED*
 - b. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
 - c. Discuss Library District Legislation proposal (enclosure #9)
 - d. Review 2011 Annual Report statements concerning public library system effectiveness (enclosures #10 & #11)
11. Trustee Education-Ron McCabe will present at 5:00pm
12. Confirm date and set place for May 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

**March 28, 2012
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, 2012, at 6:45 p.m., by President of the Board, James VandenBoom.

Members Present: Julie Grinde, Cheryl Kjelstrup, Faye Konen, Natalie Long, Mary Muellenbach, Ray Mueller, Marilyn Schuh, James VandenBoom, Darlene Waterstreet

Members Absent: Katherine Ristow, Karen Valencia, Robert Vollendorf, Carol Wagner

Others Present: Ginger Brochtrup, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Steve Thiry (7:10 p.m.), Barb Weber

Minutes: A motion was made by Schuh and seconded by Kjelstrup to accept the minutes of the January 25, 2012, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

Financial Business: A motion was made by Waterstreet and seconded by Konen to approve the January and February 2012 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the February and March 2012 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the LARS financial report through February 2012. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen circulated a spreadsheet showing the bandwidth of libraries across the state. She also stated that WPLC has formed a subcommittee to redesign the Overdrive website. It is currently being tested and should be complete within the next few weeks.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup stated that the new online catalog will go live next week if approved at this Friday's (March 30th) LARS meeting.

Member Library Directors' Reports: Reports were presented by Barb Weber, Cherilyn Stewart, Chris Moede, Jeff Dawson, and Ray Mueller for Steve Thiry. Discussion was held concerning which, if any, libraries charge groups who use their meeting rooms outside of normal business hours.

Unfinished Business: None

New Business:

Recommendation from the Personnel Committee regarding Vacation Accrual and Employee Contracts: The Employee Handbook addresses the accrual of vacation time according to individuals' contracts; however, two employees did not have this language built into their contracts. The Personnel Committee recommendation was to bring these two contracts in alignment with the language in the Director's contract.

It was the consensus of the Board that if something was missed in the earlier employee contracts it is an internal issue which does not need Board approval.

A motion was made by Waterstreet and seconded by Grinde to accept the Personnel Committee recommendation to bring the other two contracts in alignment with the language in the Director's contract concerning vacation accrual. Motion carried.

Set Dates for Manitowoc and Calumet County Library Advisory Committee Meetings: It was the consensus of the Board to accept the following dates for the county meetings:

Calumet County meeting: Tuesday, May 8th, 5:00 p.m., at Chilton Public Library
Manitowoc County meeting: Thursday, May 10th, 5:00 p.m., at Manitowoc Public Library

Discuss Library District Legislation Proposal: The Board discussed the proposed Library District Legislation, Enclosure #9. It is currently in draft form and has not been introduced to the legislature yet.

Review 2011 Annual Report Statements Concerning System Effectiveness: Documents written by Stewart and by Petersen were included in the Board packets. The Board discussed the concerns of Manitowoc Public Library, the services MCLS provides, and Chapter 43 of the State Statutes.

Trustee Education: A Library Advocacy presentation by Ron McCabe was held immediately preceding the MCLS Board meeting.

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

Adjourn: A motion to adjourn was made at 7:55 p.m. by Kjelstrup and seconded by Muellenbach. 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 30, 2012 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, 2012 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, 2012 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. January, February, March, and April, 2012 financial reports (enclosures #3, #4, #5 & #6) *ACTION REQUESTED*
 - b. Payment of April and May, 2012 bills (enclosure #7 & #8) *ACTION REQUESTED*
 - c. LARS financial report through April 2012 (enclosure #9) *ACTION REQUESTED*
6. System Director's report (enclosure # 10)
7. System IT/ILS Specialist's report (enclosure #11)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Audit report (enclosure #12)
 - b. Annual County meetings report
 - c. Approve amended 2012 MCLS Budget (enclosures #13 and #14) *ACTION REQUESTED*
 - d. Announcement of LSTA grant categories for 2012
11. Trustee Education – review of the MCLS Trustee Manual
12. Confirm date July 25, 2012 and set place for meeting
13. 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 30, 2012
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, 2012, at 6:31 p.m., by President of the Board, James VandenBoom.

Members Present: Cheryl Kjelstrup, Faye Konen, Ray Mueller, Alex Olson, Lyle Ott, Marilyn Schuh, Karen Valencia, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

Members Absent: Julie Grinde, Mary Muellenbach, Katherine Ristow, Carol Wagner

Others Present: Julia Davis, Connie Griseto, Chris Moede, Rebecca Petersen, Conrad Schumitsch (6:35 – 7:05 p.m.), Steve Thiry, Barb Weber (6:37 p.m.)

VandenBoom led the introductions and welcomed new Board members Alex Olson and Lyle Ott.

Minutes: A motion was made by Kjelstrup and seconded by Olson to accept the minutes of the March 28, 2012, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Official notification letters from Manitowoc County re-appointing Faye Konen and appointing Alex Olson to the MCLS Board were included in the Board folders. Petersen brought a copy of the DPI letter notifying MCLS of our second payment for operations in 2012 in the amount of \$78,028.

VandenBoom circulated library-related newspaper articles.

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

Financial Business: A motion was made by Vollendorf and seconded by Schuh to approve the January, February, March and April 2012 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the April and May 2012 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Olson to approve the LARS financial report through April 2012. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen stated that LSTA information is not finalized yet. We will receive the T1/TEACH services grant, as in past years, but the directors need to meet and discuss competitive grants. We will have more information at the July Board meeting. She also discussed several topics which she is currently pursuing: 1) We have received two quotes for combining integrated library systems (ILS) with Brown County 2) With the retirement of the Eastern Shores Library System (ESLS) director, MCLS was approached about the possibility of merging systems with ESLS.

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

Member Library Directors' Reports: Reports were presented by Julia Davis, Chris Moede, Steve Thiry, and Barb Weber. Discussion was held concerning policies of library "Friends" groups. The library director has the right to accept or refuse a gift. Information can be found in Wisconsin State Statutes Chapter 43 or through WLA.

Unfinished Business: None

New Business:

Audit Report: Conrad Schumitsch of Anderson Tackman reviewed the December 31, 2011, Financial Statements and Independent Auditor's Report with the Board. The 2011 Audit Report was accepted as presented by consensus of the Board.

Annual County Meetings Report: Petersen reported that the annual Calumet County and Manitowoc County meetings went smoothly this year.

Approve Amended 2012 MCLS Budget: The line item and program budgets were revised to accommodate the changes we made to our financial reporting. A motion was made by Kjelstrup and seconded by Konen to approve the amended budget for 2012. Motion carried.

Announcement of LSTA Grant Categories for 2012: We are waiting for information from DPI.

Approve a Feasibility Study to Determine the Viability of Merging System Resources and Staff with the Eastern Shores Library System: One of the possibilities evolving from the retirement of the ESLS director is a merger between ESLS and MCLS. A motion was made by Vollendorf and seconded by Kjelstrup to approve exploring the options and looking at the pros and cons of a merger. Motion carried. This topic next goes to the ESLS Board at their June 4th meeting. If this remains a viable option, Petersen will set up a committee and meetings to explore the pros and cons of a merger. The committee would consist of Petersen, member library directors, and several MCLS Board members.

Trustee Education: Petersen reviewed the Trustee Manual with Board members. The MCLS Long Range Plan and an updated mission statement will be added to the manuals.

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

Adjourn: A motion to adjourn was made at 8:10 p.m. by Kjelstrup and seconded by Olson. 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 25, 2012 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, 2012 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, 2012 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)
5. Financial Business
 - a. May and June, 2012 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of June and July, 2012 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. May and June, 2012 LARS financial report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report (enclosure #9)
10. Reports from directors of member libraries
11. System Merger Committee recommendation (enclosure #10) *ACTION REQUESTED*
12. Unfinished business
13. New business
 - a. LSTA 2013 Grant Applications (enclosure #11) *ACTION REQUESTED*
 - b. Schedule Finance Committee Meeting to review 2013 Budget Proposal *ACTION REQUESTED*
 - c. Schedule Personnel Committee Meeting to establish timeline and procedure for Director's annual evaluation *ACTION REQUESTED*
14. Trustee Education –none this meeting
15. Confirm date September 26, 2012 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 25, 2012
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, 2012, at 6:32 p.m., by President of the Board, James VandenBoom.

Members Present: Julie Grinde, Cheryl Kjelstrup, Ray Mueller, Marilyn Schuh, Karen Valencia, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

Members Absent: Faye Konen, Mary Muellenbach, Alex Olson, Lyle Ott, Katherine Ristow, Carol Wagner

Others Present: Connie Griseto, Chris Moede, Rebecca Petersen, Steve Thiry, Barb Weber

Minutes: A motion was made by Schuh and seconded by Vollendorf to accept the minutes of the May 30, 2012, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: A letter from Eastern Shores Library System's Board President (Enclosure #2) was included in the Board packets. Most of the MCLS trustees present at tonight's meeting were also at the System Merger Committee meeting where this was discussed.

Financial Business: A motion was made by Kjelstrup and seconded by Grinde to approve the May and June 2012 financial reports. The informational page included in the packets will be revised to remove the second occurrence of the word "for" in the sentence concerning pre-paid expenses. Motion carried.

A motion was made by Vollendorf and seconded by Kjelstrup to approve the June and July 2012 payment of bills. On the July 11th Check Register Report, the correct date of the Lakefield Communications phone bill is 7/1/12. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the LARS financial report through June 2012. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen will obtain more information from ESLS concerning the replacement of their T1 lines and pricing for 2013 network services. Also, Petersen is working on marketing the libraries to different audiences, which has included a radio ad which ran on WOMT from mid-June to mid-July.

Discussion was held concerning purchasing more radio ads in the future, which would cover various areas of the two counties. Also discussed was having the MCLS van, along with interested employees or trustees, participate in local parades, as we have been doing when requested. We are looking into possibly adding a mascot. Board members felt that marketing expenses should have a separate budget line item. Petersen will modify the 2013 Budget Proposal to include a line item for marketing, and bring the information to the upcoming Finance Committee meeting.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Brochtrup is currently attending the WiLSWorld Conference in Madison.

Member Library Directors' Reports: Reports were presented by Steve Thiry, Chris Moede and Barb Weber.

System Merger Committee Recommendation: A motion was made by Kjelstrup and seconded by Grinde to assign a small group to meet with ESLS to further explore the possibility of a merger, as stated in the June 2, 2012, letter to MCLS from the ESLS Board President. Motion carried. This would be a fact-finding committee who will bring the information back to the full Board.

It was the consensus of the Board to keep the MCLS group smaller in size. A motion was made by Kjelstrup and seconded by Valencia to form a committee of five to include Petersen, one library director from Calumet County, one library director from Manitowoc County, as well as one trustee from each county. Motion carried. It was noted that other library directors and trustees can still attend the meetings.

There was also discussion held concerning keeping the door open for considering options with OWLS.

Unfinished Business: None

New Business:

LSTA 2013 Grant Applications: Enclosure #11 in the Board packets listed a brief outline of the grants Petersen plans to write in conjunction with the Directors. A motion was made by Vollendorf and seconded by Grinde to approve the proposed 2013 LSTA grant applications. Motion carried.

Schedule Finance Committee meeting to review 2013 Budget Proposal: The Finance Committee currently consists of Kjelstrup, Mueller and VandenBoom. Petersen will contact Olson to check if he would consider joining the Finance Committee. Petersen will arrange a Finance Committee meeting, expected to be in August.

Schedule Personnel Committee meeting to establish timeline and procedure for Director's annual evaluation: The Personnel Committee currently consists of Kjelstrup, VandenBoom and Wagner. If any other Board members are interested in joining this Committee please contact Petersen. Petersen will contact Personnel Committee members to arrange the annual evaluation meeting.

Trustee Education: None

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, September 26, 2012, at 6:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 7:56 p.m. by Vollendorf and seconded by Mueller. 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 26, 2012 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, 2012 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, 2012 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) (enclosures #2 and #3)
5. Financial Business
 - a. July and August, 2012 financial reports (enclosures #4 and #5) *ACTION REQUESTED*
 - b. Payment of August and September, 2012 bills (enclosures #6 and #7) *ACTION REQUESTED*
 - c. July and August, 2012 LARS financial report (enclosure #8) *ACTION REQUESTED*
8. System Director's report (enclosure #9)
9. System IT/ILS Specialist's report (enclosure #10)
10. Reports from directors of member libraries
11. Unfinished business
 - a. System Merger update
12. New business
 - a. Personnel Committee report *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #11 and #12) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #13) *ACTION REQUESTED*
 - e. 2012 Resource Library Agreement (enclosure #14) *ACTION REQUESTED*
13. Trustee Education – 2012 WLA Conference
14. Confirm date November 14, 2012 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 26, 2012
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, 2012, at 6:35 p.m., by President of the Board, James VandenBoom.

Members Present: Julie Grinde, Mary Muellenbach, Ray Mueller, Katherine Ristow, Marilyn Schuh, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

Members Absent: Cheryl Kjelstrup, Faye Konen, Alex Olson, Lyle Ott, Karen Valencia, Carol Wagner

Others Present: Julia Davis, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart (6:40 pm), Barb Weber

Minutes: A motion was made by Grinde and seconded by Vollendorf to accept the minutes of the July 25, 2012, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Discussion was held concerning the correspondence between MCLS and the Brown County Library Director (Enclosures #2 & #3) concerning adjacent county library billing.

Financial Business: A motion was made by Grinde and seconded by Waterstreet to approve the July and August 2012 financial reports. Motion carried.

A motion was made by Vollendorf and seconded by Mueller to approve the August and September 2012 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Muellenbach to approve the LARS financial report through August 2012. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen handed out minutes from the Library System Merger Discussion held at the Fond du Lac Public Library on September 21, 2012. Only two systems can merge at a time and adjacency is not an issue. David Weinhold is evaluating the merging possibilities for ESLS and is expected to have a recommendation within six months. System boards and county boards have the say as to if a merger goes through. Another merger discussion meeting, to compare budgets, is expected to take place in October.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Petersen explained some of the server replacement options we are evaluating, such as physical servers, and the SAAS version which includes having Sirsi host the software in the cloud.

New Business:

Personnel Committee Report: The Personnel Committee reported that the director's evaluation was extremely positive, with a few things to work on. They received a lot of feedback in response to the evaluation forms that were sent out.

The Personnel Committee also recommended to the Board to offer the Wisconsin Income Continuation Insurance plan to MCLS employees. It will cost MCLS approximately \$338 per year. A motion was made by Vollendorf and seconded by Grinde to adopt the resolution for MCLS' inclusion under the Wisconsin Income Continuation Insurance Plan. Motion carried.

Finance Committee Report: Mueller reported that the Finance Committee met in August to review the 2013 budget. A motion was made by Grinde and seconded by Muellenbach to accept the 2013 Proposed Budget. Motion carried.

Adopt System Plan: A motion was made by Vollendorf and seconded by Grinde to adopt the System Plan (enclosure #13). Motion carried. Petersen is also reviewing the five-year Technology Plan and will bring it to the November Board meeting for discussion.

2013 Resource Library Agreement: A motion was made by Vollendorf and seconded by Muellenbach to accept the 2013 Resource Library Agreement. Motion carried.

Trustee Education: WLA membership and 2012 conference information was included in the Board folders.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, November 14, 2012, at 6:30 p.m., at the Brillion Public Library.

Adjourn: A motion to adjourn was made at 7:55 p.m. by Mueller and seconded 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, November 14, 2012 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 14, 2012 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, 2012 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, 2012 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2012 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
 - a. Approve revised 2013 System Plan (enclosure #9)
 - b. System merger discussions update; schedule Merger Committee meeting if necessary *ACTION REQUESTED*
10. New business
 - a. Update of Board member appointments and reappointments for 2013-2015 (enclosure #10)
 - b. Designate Banking Institution for 2012 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2012 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2013
11. Trustee Education
12. Select dates for 2013 meetings and confirm date (January 30) 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 14, 2012
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 14, 2012, at 6:30 p.m., by President of the Board, James VandenBoom.

Members Present: Cheryl Kjelstrup, Faye Konen, Mary Muellenbach, Ray Mueller, Lyle Ott, Marilyn Schuh, Karen Valencia, James VandenBoom, Robert Vollendorf, Darlene Waterstreet

Members Absent: Julie Grinde, Alex Olson, Katherine Ristow, Carol Wagner

Others Present: Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Ginger Schmidkofer, Cherilyn Stewart, Barb Weber(6:40 p.m.)

Minutes: A motion was made by Muellenbach and seconded by Vollendorf to accept the minutes of the September 26, 2012, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: VandenBoom circulated two news articles – one concerning the possible system merger and the other about mini libraries.

Financial Business: A motion was made by Konen and seconded by Waterstreet to approve the September and October 2012 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Konen to approve the October and November 2012 payment of bills. Motion carried.

A motion was made by Mueller and seconded by Kjelstrup to approve the LARS financial report through October 2012. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen added that she attended a COLAND (Wisconsin Council on Library and Network Development) meeting at Mead Public Library in November. SRRLAW asked WiLS to conduct a system services summit in Madison; date is set for February 5, 2013. Petersen stated that system merger options are still being studied. Exploring a possible combined ILS with the Brown County Library is also a new option that will be looked at.

System IT/ILS Specialist's Report: A written report was included in the Board packets. The new Enterprise Catalog, which runs aside eLibrary, has been a great addition and offers patrons more options. Patrons will still be able to use the old catalog – without Enterprise.

There was discussion regarding Overdrive and the waiting time for requested material. It was noted that you can see where you are in the queue by looking under "My Account".

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

Unfinished Business:

Approve Revised 2013 System Plan: The revised 2013 System Plan now shows \$14,184 moved into the System Aid Carryover column, reflecting the Technology Grant carryover fund expenditures. A motion was made by Muellenbach and seconded by Kjelstrup to approve the revised 2013 System Plan. Motion carried.

System Merger Discussions Update: It was the consensus of the Board that a Merger Committee meeting is not necessary at this time. In early 2013, Eastern Shores expects a recommendation concerning their merger possibilities. We will review their findings and further pursue our options, as more information is available.

New Business:

Update of Board Member Appointments and Reappointments for 2013-2015: Five Board members had terms expiring at the end of 2012: Mueller, Olson, Ristow, Vollendorf, and Waterstreet. Both Mueller and Vollendorf have elected to remain on the Board for another term. Waterstreet will be resigning. Petersen will contact Olson and Ristow.

Designate Banking Institution: A motion was made by Vollendorf and seconded by Muellenbach to remain with Bank First National as our official banking institution. Motion carried.

Designate Auditor and Authorize Contract for 2012 Audit: Petersen presented two bids to the Board for our annual audit. A third firm contacted was not able to provide a quote due to MCLS being a government entity. Anderson Tackman was the lower of the two bids presented. A motion was made by Kjelstrup and seconded by Muellenbach to designate Anderson Tackman as the auditor for 2012. Motion carried.

Appoint Board Officer Nominating Committee to Nominate Officers for 2013: VandenBoom will head this committee and bring information to the January 2013 meeting.

Trustee Education: A Library Legislative Day registration form and WLA State Legislation Agenda were included in the Board folders. Board members were encouraged to attend and support public library interests.

Select dates for 2013 meetings and confirm date and set place for next meeting: Muellenbach moved that we accept the dates for the 2013 Board meetings, as presented in Enclosure #11. Seconded by Kjelstrup. Motion carried.

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

Adjourn: A motion to adjourn was made at 7:50 p.m. by Waterstreet and seconded by Konen. Motion carried.

Respectfully submitted,

Connie Griseto