

**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 30, 2013 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 30, 2013 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. Tour of Manitowoc Public Library – RFID renovation
3. Minutes of the November 14, 2012 Board meeting (enclosure #1) *ACTION REQUESTED*
4. Public comment (general comment on issues germane to the operations of MCLS)
5. Communications (any correspondence received germane to operations of MCLS)
6. Financial Business
 - a. November and December, 2012 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of November 28, 2012, December, 2012 and January, 2013 bills (enclosures #4, #5 and #6)
ACTION REQUESTED
 - c. LARS financial report through December, 2012 (enclosure #7) *ACTION REQUESTED*
7. System Director's report (enclosure #8)
8. System IT/ILS Specialist's report (enclosure #9)
9. Reports from directors of member libraries
10. Unfinished business
 - a. Discuss status of Eastern Shores Library System's merger investigation
11. New business
 - a. Election of Officers for 2012 *ACTION REQUESTED*
 - b. Authorize President to sign the Annual Report (enclosure #10) *ACTION REQUESTED*
12. Trustee Education – none
13. Confirm date and set place for March 27th 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.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, February 6, 2013 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. Tour of Manitowoc Public Library – RFID renovation
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ACTION REQUESTED
 - c. LARS financial report through December, 2012 (enclosure #7) *ACTION REQUESTED*
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 - a. Discuss status of Eastern Shores Library System's merger investigation
11. New business
 - a. Election of Officers for 2013 *ACTION REQUESTED*
 - b. Authorize President to sign the Annual Report (enclosure #10) *ACTION REQUESTED*
12. Trustee Education – none
13. Confirm date and set place for March 27th 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.

Joint Meeting of MCLS and ESLS Member Librarians and Library System Staff

Tuesday, March 19 12:30 p.m.

Eastern Shores Library System Offices

4632 S. Taylor Drive, Sheboygan, WI 53081

12:30 pm Light lunch - pizza and beverages

1 pm **Introductions** - Facilitator: John DeBacher, Director, Public Library Development, Division of Libraries and Technology.

Review of merger process, best practices for combining systems, purpose of meeting

Rebecca Petersen, Director, MCLS, David Weinhold, Interim Director, ESLS

Discussion of core services in a merged system (based on priorities in each system)

- Centralized Cataloging
- ILS and support for ILS
- Delivery Service - 43.24(2)(fm) *Electronic delivery of information and physical delivery of library materials to participating libraries.*
- Network Services and Bandwidth
- Resource library - 43.24(2)(b) *Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.*
- Other

Discussion of Required Services

- Continuing Education - 43.24(2)(e) *In-service training for participating public library personnel and trustees.*
- Consulting - 43.24(2)(h) *Professional consultant services to participating public libraries.*
- Users with Special Needs - 43.24(2)(k) *Promotion and facilitation of library service to users with special needs.*
- Reference Referral and Interlibrary loan - 43.24(2)(d) *Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.*
- Technology planning - 43.24(2)(m) *Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. . . . by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.*
- Intersystem Agreements - 43.24(2)(g) *Service agreements with all adjacent library systems.*
- Multitype Cooperations - 43.24(L) *Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.*

Discussion of Other Programs - 43.24(2)(i) *Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.*

- Youth Services
- Public Information/Marketing
- Advocacy
- Cooperative Purchasing
- Other

Wrap Up / Next Steps

Summarize today's information, to-do lists/assignments

Next Meeting Date and Place

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**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 27, 2013 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 February 6, 2013 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, 2013 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2013 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 28, 2013 (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. System merger update *ACTION REQUESTED*
10. New Business
 - a. Recommendation from the Personnel Committee regarding the upcoming ILS/IT position vacancy *ACTION REQUESTED*
 - b. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education
12. Confirm date and set place for May 29th 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.

**Manitowoc-Calumet Library System
and Eastern Shores Library System Member Librarians and Library System Staff
JOINT MEETING**

Tuesday, April 9, 2013 1:00 p.m.
Mead Public Library
710 N. 8th Street, Sheboygan, WI 53081
(directions and info below)

Meeting Place: **The Loft** which is on the third floor to the left of the staircase and elevators.

1 p.m. - Gathering and gemütlichkeit (A meter break will occur at 2:15ish)

1:15 p.m. **Introductions** - Facilitator: David Weinhold, Interim Director, Eastern Shores Library System.

Recap of March 19 meeting

Discussion of Required Services

- Continuing Education - 43.24(2)(e) *In-service training for participating public library personnel and trustees.*
- Consulting - 43.24(2)(h) *Professional consultant services to participating public libraries.*
- Users with Special Needs - 43.24(2)(k) *Promotion and facilitation of library service to users with special needs.*
- Reference Referral and Interlibrary loan - 43.24(2)(d) *Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.*
- Technology Planning - 43.24(2)(m) *Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. . . . by every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.*
- Intersystem Agreements - 43.24(2)(g) *Service agreements with all adjacent library systems.*
- Multitype Cooperations - 43.24(L) *Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.*

Discussion of Other Programs - 43.24(2)(i) *Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.*

- Youth Services
- Public Information/Marketing
- Advocacy
- Cooperative Purchasing
- Other

Wrap Up / Next Steps

Summarize today's information, to-do lists/assignments

Next Meeting Date and Place

Directions to Mead Public Library

From I-43, exit on Hwy 23 East. Travel on Hwy 23 east which becomes Kohler Memorial Drive and then Erie Avenue. Travel many blocks to 9th Street then turn right (south) on 9th to Wisconsin St. Turn left on Wisconsin and turn right into parking lot for the library. Most of the meters in the parking lot are two hour meters. However there are some meters along the 9th Street side of the lot which are longer term meters. There are also municipal parking lots on either side of the Younker's Store (between 7th and 8th Street), entrances are at 8th St. and Niagara Avenue and 8th St. and New York Avenue.

Joint Meeting of MCLS and ESLS Member Librarians and Library System Staff

Tuesday, April 30 1:30 p.m.

Manitowoc Public Library
707 Quay Street, Manitowoc
(Directions below)

Meeting Place: The **Balkansky Room** which is on the second floor.

1:15 p.m. - Gathering and gemütlichkeit

1:30 p.m. **Introductions** - Facilitator: David Weinhold, Interim Director, Eastern Shores Library System.

Recap of April 9th / April 16th meetings

Overview of ESLS Cataloging Service - Alison Ross

Presentation of NEW Library System Draft Budget

Schedule of activities/decisions for merger decision and implementation if approved

Schedule of Joint Meetings

Other Services

- Advocacy
- Cooperative Purchasing
- Other

Demo of Automated Material Handling service

Directions to Manitowoc Public Library <http://goo.gl/maps/2nqCg>

From I-43

- Take I-43 Exit 149 (Highway 151) East.
- Travel east on Highway 151 (Calumet Avenue).
- Continue on Calumet Avenue as it curves into Washington Street (at approximately South 26th Street).
- Continue on Washington Street to South 8th Street.
- Turn left on South 8th Street, staying in the right lane, to Quay Street (just before the bridge).
- Turn right on Quay Street. The library entrance is on your right.
- Free parking is available on the east side of the building, or in the large city lot across Quay Street.

Joint Meeting of MCLS and ESLS Member Librarians and Library System Staff

Tuesday, May 14 1:00 p.m.
Plymouth Public Library,
130 Division Street, Plymouth
(Directions below)

Meeting Place: The Meeting Room is on the First Floor.

12:45 p.m. - Gathering and gemütlichkeit

1:00 p.m. **Introduction** - Facilitator: David Weinhold, Interim Director, Eastern Shores Library System.

Creating Effective Library Systems Draft Report April 29, 2013

Presentation of NEW Library System Draft Budget, Version 2

Schedule of activities/decisions for merger decision and implementation if approved

Other activities, New System decision process

Schedule of Joint Meetings

Directions to Plymouth Public Library

From the East: Follow Highway 23 East to Hwy 57. Exit on Hwy 57 South to County Highway C (Fleet Farm/traffic lights). Turn right on Hwy C. Hwy C becomes Eastern Ave and then Mill Street. Follow Eastern/Mill to Division Street. Turn right on Division. Library is on the left side at the intersection of Division and Main Streets.

From the South: Follow Highway 57 north to County Highway C (Fleet Farm/traffic lights). Turn left on Hwy C. Hwy C becomes Eastern Ave and then Mill Street. Follow Eastern/Mill to Division Street. Turn right on Division. Library is on the left side at the intersection of Division and Main Streets.

From the North: Follow Highway 57 south to County Highway C (Fleet Farm/traffic lights). Turn right on Hwy C. Hwy C becomes Eastern Ave and then Mill Street. Follow Eastern/Mill to Division Street. Turn right on Division. Library is on the left side at the intersection of Division and Main Streets.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, May 29, 2013 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 27, 2013 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. Review of 2012 audit financial statements by Anderson Tackman (enclosure #2) *ACTION REQUESTED*
5. Financial Business
 - a. March, and April, 2013 financial reports (enclosures #3 & #4) *ACTION REQUESTED*
 - b. Payment of March 27, April and May, 2013 bills (enclosure #5, #6 & #7) *ACTION REQUESTED*
 - c. LARS financial report through April 2013 (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure # 9)
7. System IT/ILS report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
 - a. System merger update *ACTION REQUESTED*
10. New business
 - a. Annual County meetings report
 - b. Announcement of LSTA grant categories for 2013
 - c. Approve Addendum #3 to Intersystem Services Agreement between Eastern Shores Library System and Manitowoc Calumet Library System (enclosure #11) *ACTION REQUESTED*
11. Trustee Education – review of Trustee Essential #26 (enclosure #12)
12. Confirm date July 31, 2013 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.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, July 31, 2013 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 29, 2013 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, 2013 financial reports (enclosures #2 and 3) *ACTION REQUESTED*
 - b. Payment of May 29, 2013, June and July, 2013 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
 - c. May and June, 2013 LARS financial report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Discussion of ILS/IT Specialist's services and equity for member libraries
 - b. LSTA 2014 Grant Applications (enclosure #10) *ACTION REQUESTED*
 - c. Schedule Finance Committee meeting to review 2014 Budget Proposal and 2013 Budget Revision *ACTION REQUESTED*
 - d. Personnel Committee report *ACTION REQUESTED*
 - e. Approve revised Integrated Library System/Information Technology (ILS/IT) Specialist position description (enclosure #11) *ACTION REQUESTED*
 - f. Approve additional Banking Institution (enclosure #12) *ACTION REQUESTED*
 - g. Approve amended Intersystem Borrowing Agreement between Manitowoc-Calumet Library System and Outagamie Waupaca Library System (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – To be announced
12. Confirm date September 25, 2013, 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 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.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, September 25, 2013 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 31, 2013 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
 - a. July and August, 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2013 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2013 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. Personnel Committee report (enclosure #9) *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #10 and #11) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #12) *ACTION REQUESTED*
 - e. 2014 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – Senator Leibham to present prior to the Board meeting at 5:30p.m.
12. Confirm and set place for November 20, 2013 meeting
13. Motion to adjourn

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, November 20, 2013 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 25, 2013 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. Review of September 25 meeting with Senator Joe Leibham
6. Financial Business
 - a. September and October, 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2013 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. Reports from directors of member libraries
10. Unfinished business
11. New business
 - a. Update of Board member appointments and reappointments for 2014-2016 (enclosure #9)
 - b. Designate Banking Institution for 2014 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2013 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2014
12. Trustee Education – Library Legislative Day
13. Select dates for 2014 meetings and confirm date (January 29) and set place for next meeting (enclosure #10) *ACTION REQUESTED*
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.

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MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, January 30, 2013 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. Tour of Manitowoc Public Library – RFID renovation
3. Minutes of the November 14, 2012 Board meeting (enclosure #1) *ACTION REQUESTED*
4. Public comment (general comment on issues germane to the operations of MCLS)
5. Communications (any correspondence received germane to operations of MCLS)
6. Financial Business
 - a. November and December, 2012 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of November 28, 2012, December, 2012 and January, 2013 bills (enclosures #4, #5 and #6)
ACTION REQUESTED
 - c. LARS financial report through December, 2012 (enclosure #7) *ACTION REQUESTED*
7. System Director's report (enclosure #8)
8. System IT/ILS Specialist's report (enclosure #9)
9. Reports from directors of member libraries
10. Unfinished business
 - a. Discuss status of Eastern Shores Library System's merger investigation
11. New business
 - a. Election of Officers for 2012 *ACTION REQUESTED*
 - b. Authorize President to sign the Annual Report (enclosure #10) *ACTION REQUESTED*
12. Trustee Education – none
13. Confirm date and set place for March 27th 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.



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MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, February 6, 2013 at 6:30 p.m.

Manitowoc Public Library

707 Quay Street

Manitowoc, WI 54220

AGENDA

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2. Tour of Manitowoc Public Library – RFID renovation
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 - a. Discuss status of Eastern Shores Library System's merger investigation
11. New business
 - a. Election of Officers for 2013 *ACTION REQUESTED*
 - b. Authorize President to sign the Annual Report (enclosure #10) *ACTION REQUESTED*
12. Trustee Education – none
13. Confirm date and set place for March 27th 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**

**February 6, 2013
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, February 6, 2013, at 6:30 p.m., by President of the Board, James VandenBoom.

Members Present: Rachel Gillis, Julie Grinde, Cheryl Kjelstrup, Ray Mueller, Cheryl Nessman, Alex Olson (until 7:15 p.m.), Lyle Ott, Karen Valencia, James VandenBoom, Robert Vollendorf, Carol Wagner

Members Absent: Mary Muellenbach, Marilyn Schuh

Others Present: Julia Davis, Jeff Dawson, Connie Griseto, Deb Heus, Chris Moede, Rebecca Petersen, Ginger Schmidkofer, Cherilyn Stewart, Steve Thiry (6:35 p.m.), Barb Weber, David Weinhold (6:38 p.m. until 7:15 p.m.)

A motion was made by Kjelstrup and seconded by Grinde to modify the agenda to move the tour of the Manitowoc Public Library to the end, and to move the merger discussion (Item 10a) up to the time of the meeting when David Weinhold arrives. Motion carried.

Minutes: A motion was made by Kjelstrup and seconded by Olson to accept the minutes of the November 14, 2012, MCLS Board meeting, as corrected. Motion carried.

Public Comment: None

Communications: Petersen brought in an article from the Brillion News with a photo of the MCLS book tree display at the Brillion Historical Society.

Financial Business: A motion was made by Kjelstrup and seconded by Wagner to approve the November and December 2012 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the November 28, 2012, December 2012, and January 2013 payment of bills. Motion carried.

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

Unfinished Business:

Discuss Status of Eastern Shores Library System's Merger Investigation: Petersen shared some of the points discussed at the recent SRLAAW summit. Changes focused on modernization and included looking at: Wisconsin Statutes Chapter 43, resource libraries, principals of library service, library district legislation (referred back to the system directors), studying of statewide ILS, sharing services between systems, and using LSTA funds for merging ILS's or system mergers.

Discussion followed concerning the investigation of a merger between Eastern Shores Library System (ESLS) and MCLS. The ESLS Board took recommendations from their member library

directors to begin formal discussion to investigate a possible merger with MCLS. ESLS already has a relationship with MCLS - operating the wide area network together, and the two systems have cultural similarities. ESLS is not committed to a merger if a merger isn't right. If it will benefit the patrons and libraries, it would be worth moving forward. If a merger is successful, the combined system should come out ahead and be a stronger system for it.

It was agreed that the directors would be an important part of this process. A new system plan would have to incorporate what the libraries and patrons want. Directors would like to see a plan of service, including an evaluation of what this will mean to libraries and patrons. Delivery routes and staffing would need to be addressed.

A motion for MCLS to officially proceed with the merger investigation with ESLS was made by Grinde and seconded by Vollendorf. Motion carried. A small committee will collect the information to bring back to the full board. (The July 25, 2012, MCLS Board meeting minutes also recorded an approved motion to assign a small group to explore the possibility of a merger with ESLS.)

No other systems in Wisconsin have ever merged. A merger would need to be approved by the two system boards and the four county boards.

There are state funds available, if necessary, because the state wants to make sure the merger discussion does not stop due to lack of funds.

It was recommended to let the counties know that we are investigating a possible merger, if they haven't already been notified.

Olson and Weinhold left the meeting after the merger discussion.

System Director's Report: A written report was included in the Board packets. Petersen recently attended Library Legislative Day and had a chance to sit down with Paul Tittl and staffers of Joseph Liebham. She received a newsletter from Joseph Liebham which she will forward to board members. Mueller stated that Liebham announces weekly meetings in his newsletters, which trustees may find more convenient to attend than traveling to Madison.

Petersen also stated that the competitive grants applied for on behalf of MCLS were turned down. DPI is awarding a lesser amount this year and holding onto money for future projects. DPI is able to roll over the funds for future years.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Schmidtkofer added that the start-up of the Enterprise catalog should coincide with National Library Week in early April.

Member Library Directors' Reports: Reports were presented by Barb Weber, Chris Moede, Julia Davis, Jeff Dawson, and Steve Thiry. (Cherilyn Stewart led a tour of the Manitowoc Public Library renovation immediately following the meeting.)

New Business:

Election of Officers for 2013: VandenBoom nominated the following officers for 2013:

Mueller – President
Muellenbach – Vice President
Kjelstrup – Treasurer
Schuh – Secretary

A motion to accept the slate of officers for 2013 was made by Grinde and seconded by VandenBoom. Motion carried. Former Board President VandenBoom turned the meeting over to Mueller, the new Board President, following the acceptance of the 2013 slate of officers. Mueller led the remainder of the meeting. The Board thanked VandenBoom for his service as President for the last two years.

Authorize President to sign the Annual Report: A motion was made by Vollendorf and seconded by Grinde to accept the 2012 annual report. Motion carried. A motion was made by Wagner and seconded by Kjelstrup to authorize the president to sign the 2012 annual report. Motion carried.

Trustee Education: If anyone is interested in doing the Trustee Education for future meetings, please notify Petersen.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 27, 2013, at 6:30 p.m., at the New Holstein Public Library.

Adjourn: A motion to adjourn was made at 7:45 p.m. by Kjelstrup and seconded by Grinde. Motion carried.

Immediately following the meeting, Cherilyn Stewart gave the group a tour of the recent renovations at the Manitowoc Public Library.

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, March 27, 2013 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 27, 2013 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 February 6, 2013 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, 2013 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2013 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 28, 2013 (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. System merger update *ACTION REQUESTED*
10. New Business
 - a. Recommendation from the Personnel Committee regarding the upcoming ILS/IT position vacancy *ACTION REQUESTED*
 - b. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education
12. Confirm date and set place for May 29th 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 27, 2013
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 27, 2013, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rachel Gillis, Julie Grinde, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Alex Olson, Lyle Ott, Marilyn Schuh, James VandenBoom, Robert Vollendorf, Carol Wagner

Members Absent: Karen Valencia

Others Present: Jeff Dawson, Connie Griseto, Chris Moede, Stacie Pajewski, Rebecca Petersen, Steve Thiry, Barb Weber

Minutes: A motion was made by Vollendorf and seconded by Grinde to accept the minutes of the February 6, 2013, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Mueller introduced new MCLS trustee Debra Heus. Mueller stated that all trustees are welcome to express an idea or ask questions, and may contact Mueller or the MCLS staff. He also encouraged trustees to volunteer for committee appointments. Petersen noted that her Board report includes official notification from the Manitowoc County Clerk for Debra Heus' appointment to the Board. Also included in her Board report is correspondence, concerning the merger, from the ESLS Board president, and letters MCLS sent to Manitowoc and Calumet Counties, notifying them of the merger discussions and what may be coming in the future.

Financial Business: A motion was made by Muellenbach and seconded by Olson to approve the January and February 2013 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Wagner to approve the February and March 2013 payment of bills. Motion carried.

A motion was made by Vollendorf and seconded by Olson to approve the LARS financial report through February 2013. Motion carried.

Unfinished Business:

System Merger Update: There will be another joint meeting of MCLS and ESLS member librarians and system staff held on Tuesday, April 9, at the Mead Public Library in Sheboygan. This will be a continuation of the March 19th meeting, with discussion of core and required services, as well as other programs. If it is necessary for the MCLS Merger Committee to meet after the April 9th meeting, but before the next scheduled Board meeting, it was the consensus of the Board that the MCLS Merger Committee will consist of Petersen and two trustees (one each from Manitowoc and Calumet counties) and two directors (one each from Manitowoc and Calumet counties). Director Cherilyn Stewart and trustee Julie Grinde or Bob Vollendorf will represent Manitowoc County. Trustee/President Mueller will represent Calumet County and the director representing Calumet County will be named after further discussion by the directors.

System Director's Report: A written report was included in the Board packets. Petersen distributed copies of Weinhold's Merger Investigation Project notes from the March 19th meeting. It was a productive first meeting, with topics of cataloging, ILS, delivery and the resource library agreement discussed. They will work on obtaining pricing for centralized cataloging and ILS. A meeting about delivery service with Bruce Smith of South Central Library System is scheduled on April 15th. Several major items that need to be determined include plan of services, staff to carry out services, and budget.

Petersen is working with Weinhold to compare which items MCLS and ESLS currently pay for their member libraries, and which items the member libraries reimburse their system for.

Petersen attended a SRLAAW Subcommittee meeting on March 26th, in Wisconsin Dells. Using data from surveys and input from subcommittees, they are working on setting standards for systems. The ten main topics are listed in Petersen's board report. It will take some time before this is ready for DPI.

Petersen will attend an LSTA public hearing on April 3rd, with Paul Onufrak, in DeForest. It was recommended she pursue a grant to help cover expenses of ILS data extraction, should a merger occur.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Petersen added that the Enterprise catalog interface is on hold, depending on the outcome of merger discussions.

Member Library Directors' Reports: Reports were presented by Barb Weber, Chris Moede, Stacie Pajewski for Cheryl Stewart, Jeff Dawson, Steve Thiry, and Debra Heus for Julia Davis.

New Business:

Recommendation from the Personnel Committee regarding the upcoming ILS/IT position vacancy: The Personnel Committee met on March 13, 2013, to discuss a potential candidate for the ILS/IT position, however, they are still in negotiations and will meet again on Tuesday, April 2.

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:

<u>Calumet County meeting:</u>	Wednesday, May 15 th , 5:00 p.m., at Chilton Public Library
<u>Manitowoc County meeting:</u>	Thursday, May 9 th , 5:00 p.m., at Manitowoc Public Library

Trustee Education: There was no trustee education, however, Petersen circulated several library-related articles.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, May 29, 2013, at 6:30 p.m., at the Kiel Public Library.

Adjourn: A motion to adjourn was made at 7:48 p.m. by Wagner 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, May 29, 2013 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 29, 2013 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 27, 2013 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. Review of 2012 audit financial statements by Anderson Tackman (enclosure #2) *ACTION REQUESTED*
5. Financial Business
 - a. March, and April, 2013 financial reports (enclosures #3 & #4) *ACTION REQUESTED*
 - b. Payment of March 27, April and May, 2013 bills (enclosure #5, #6 & #7) *ACTION REQUESTED*
 - c. LARS financial report through April 2013 (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure # 9)
7. System IT/ILS report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
 - a. System merger update *ACTION REQUESTED*
10. New business
 - a. Annual County meetings report
 - b. Announcement of LSTA grant categories for 2013
 - c. Approve Addendum #3 to Intersystem Services Agreement between Eastern Shores Library System and Manitowoc Calumet Library System (enclosure #11) *ACTION REQUESTED*
11. Trustee Education – review of Trustee Essential #26 (enclosure #12)
12. Confirm date July 31, 2013 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 29, 2013
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 29, 2013, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rachel Gillis, Julie Grinde, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Alex Olson, Lyle Ott, Marilyn Schuh, Karen Valencia, James VandenBoom, Robert Vollendorf

Members Absent: Cheryl Nessman, Carol Wagner

Others Present: Julia Davis, Jeff Dawson (6:32 p.m.), Connie Griseto, Chris Moede, Rebecca Petersen, Steve Thiry, Lora Vandevoorde (until 6:57 p.m.), Margie Verhelst, Barb Weber

Minutes: A motion was made by Olson and seconded by Grinde to accept the minutes of the March 27, 2013, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Mueller announced that he received a letter from DPI stating that we received the second installment of our 2013 state aid in the amount of \$78,028.

Financial Business: A motion was made by Grinde and seconded by Olson to approve the March and April 2013 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Gillis to approve the March 27, April and May 2013 payment of bills. Motion carried.

A motion was made by Vollendorf and seconded by Grinde to approve the LARS financial report through April 2013. Motion carried.

Unfinished Business:

System Merger Update: The decision was made to suspend the merger investigation by a unanimous vote among the 19 library directors. Mueller commended all who were involved for their efforts. It was believed that valuable information was learned from the process. Some concerns affecting the decision to suspend the investigation involved the budget, services offered, funding for a merger, and the fact that the state is now conducting a study of all library systems, which could greatly impact these efforts.

The Calumet County directors also met with OWLS (Outagamie Waupaca Library System) director, Rick Krumwiede, and toured that system's facilities.

Mueller urged trustees and staff to contact their legislators to make them aware of the concerns regarding the state audit of library systems. Visiting in-person is encouraged, with email as another option. Senator Leibham holds frequent meetings in our area. To assist everyone in understanding the relative topics and information to discuss with legislators, Petersen will compile a list to distribute.

System Director's Report: A written report was included in the Board packets. Petersen introduced Margie Verhelst, who recently started assisting MCLS with IT services on a part-time basis. The LSTA competitive grant category will be discussed at the Directors meeting on June 7th. The SRLAAW group will meet again in early June to discuss feedback received in response to the SRLAAW progress report and recommendations.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst added that the libraries have decided to go ahead with Enterprise. An upgrade to Enterprise is expected in the very near future, so we may wait until this takes place before introducing it to patrons.

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

New Business:

Audit Report: Lora Vandevoorde of Anderson Tackman reviewed the 2012 Financial Statements and Independent Auditor's Report with Board members. She will look into the possibility of adding another column to the statements, showing the previous year - for a two-year comparison, as suggested by a Board member. Vandevoorde also stated that the Green Bay office of Anderson Tackman & Company is joining Hawkins, Ash, Baptie & Company, LLP, with the change being official as of September 2013. A motion to accept the 2012 audit report was made by Grinde and seconded by Vollendorf. Motion carried.

Annual County Meetings Report: Petersen reported that the Calumet and Manitowoc County meetings went smoothly this year, and both plans were reaffirmed. The possible merger was discussed at each meeting. There was also discussion at the Calumet County meeting concerning the county's reimbursement to OWLS. Currently, the director of OWLS adjusts the payment amount to reflect the cost of actual service, resulting in the county owing a lesser amount to OWLS than what is required by the formula in the county plan.

Announcement of LSTA Grant Categories for 2013: Petersen's enclosed board report listed the grant categories. Details will be discussed further at the June 7th Directors meeting.

Approve Addendum #3: This agreement between ESLS and MCLS was created as a safety net to cover any computer emergencies MCLS may encounter, in the event we would need it. We have not yet had to use ESLS' services for this. MCLS and member library directors are discussing the possibility of cloud hosting, rather than replacing our servers. Servers will be at their end-of-life stage for Sirsi support as of this November. The decision may have an impact whether the MCLS IT position will become full-time.

Trustee Education: A Trustee Essentials publication "*The Public Library System Board – the Broad Viewpoint*" was distributed in the board packets. Petersen brought certain sections of the report to the Board's attention.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, July 31, 2013, at 6:30 p.m., at the Lester Public Library.

Adjourn: A motion to adjourn was made at 8:08 p.m. by Vollendorf 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, July 31, 2013 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 31, 2013 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 29, 2013 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, 2013 financial reports (enclosures #2 and 3) *ACTION REQUESTED*
 - b. Payment of May 29, 2013, June and July, 2013 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
 - c. May and June, 2013 LARS financial report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Discussion of ILS/IT Specialist's services and equity for member libraries
 - b. LSTA 2014 Grant Applications (enclosure #10) *ACTION REQUESTED*
 - c. Schedule Finance Committee meeting to review 2014 Budget Proposal and 2013 Budget Revision *ACTION REQUESTED*
 - d. Personnel Committee report *ACTION REQUESTED*
 - e. Approve revised Integrated Library System/Information Technology (ILS/IT) Specialist position description (enclosure #11) *ACTION REQUESTED*
 - f. Approve additional Banking Institution (enclosure #12) *ACTION REQUESTED*
 - g. Approve amended Intersystem Borrowing Agreement between Manitowoc-Calumet Library System and Outagamie Waupaca Library System (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – To be announced
12. Confirm date September 25, 2013, 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 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 31, 2013
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 31, 2013, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Julie Grinde, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Alex Olson (6:32 p.m.), Marilyn Schuh (6:35 p.m.), James VandenBoom, Robert Vollendorf

Members Absent: Rachel Gillis, Lyle Ott, Karen Valencia, 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 Vollendorf and seconded by Grinde to accept the minutes of the May 29, 2013, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Trustee Olson is relocating and will be resigning from the MCLS Board. Petersen circulated a thank you note to the MCLS Board, from NHPL, in appreciation of financial support for their summer library program.

Financial Business: A motion was made by Muellenbach and seconded by Kjelstrup to approve the May and June 2013 financial reports. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the May 29, June and July 2013 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Olson to approve the LARS financial report through June 2013. Motion carried.

Unfinished Business: A *Merger Investigation Project Recap* presentation, will be held on Monday, September 9, 2013, at 4:15 p.m. at NHPL. MCLS and ESLS trustees and staff, and member library trustees are invited to attend.

System Director's Report: A written report was included in the Board packets. Petersen is working with Terry Ehle, youth librarian at LPL, to initiate the Reach Out and Read program in our area, including writing an LSTA grant. MCLS would be the fiscal agent for the funds, and may become involved with volunteers and scholastic book fairs to raise money. Ehle will choose the titles to purchase. Doctors offices affiliated with Holy Family Memorial in the Manitowoc area will initially participate in the program.

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, Jeff Dawson, Chris Moede, Cherilyn Stewart, Steve Thiry and Barb Weber.

New Business:

Discussion of ILS/IT Specialist's services and equity for member libraries: Discussion was held concerning the MCLS ILS/IT Specialist's services being utilized more by our four smaller libraries. LPL and MPL do not require as much technology assistance because they have IT staff that they already pay for. It was noted that MCLS provides services for all member libraries, and there is no way to guarantee all libraries will use the services to the same extent. Also, one of the MCLS ILS/IT Specialist's functions is to maintain and tweak the ILS, so that we are not getting the bare minimum of what we are paying for. There was discussion about the libraries hiring a contracted IT person when needed, but it is costly, and availability may be an issue. The four smaller libraries' public computers are governed by ESLS, which presents additional security issues if a contracted IT person were called. It is beneficial that the MCLS ILS/IT Specialist already understands these requirements. (LPL and MPL public computers are not governed by ESLS). Other ideas discussed include: 1) If MCLS paid the annual ILS maintenance fee for the libraries, it may help offset the cost of hiring a contractor. 2) There may be something else we can look at that would benefit LPL and MPL. 3) The MCLS ILS/IT Specialist could maintain a log to include time spent at the libraries as well as on projects in the office.

LSTA 2014 Grant Applications: Petersen reviewed the list of proposed LSTA Grants for 2014 included in the Board packets, including a grant to cover the cost of T1 lines at MCLS and member libraries, a grant to purchase hearing loops to be placed at member libraries' patron service desks, and a grant for the Reach Out and Read early literacy project. She also stated there is a non-competitive LSTA grant for e-book buying pool costs. A motion was made by Olson and seconded by Grinde to approve the 2014 LSTA Grant applications. Motion carried.

Schedule Finance Committee meeting to review 2014 Budget Proposal and 2013 Budget Revision: A meeting was scheduled for the Finance Committee to meet on Wednesday, August 28, 2013, at 6:00 p.m. at MPL. The current Finance Committee members are Kjelstrup, Mueller and Nessman (who replaces Olson).

Personnel Committee Report: The Personnel Committee made suggestions for revisions to the ILS/IT Specialist position description and worked out details of the benefit package.

Approve Revised ILS/IT Specialist position description: The position description for the ILS/IT Specialist position was included in the Board packets as Enclosure #11. A motion was made by Olson and seconded by Kjelstrup to approve the position description. After further discussion, three amendments were made to the document: 1) The second sentence under General Description was changed to "Part-time, working on a flexible schedule, which may vary from week to week." 2) Item #9 will retain the first sentence, but the last two sentences will be removed. 3) Item #13 will add "as appropriate" to the end of the sentence. The motion made by Olson and seconded by Kjelstrup to approve the position description, was amended to include the three changes. Motion carried.

Approve additional banking institution: A motion was made by Vollendorf and seconded by Olson to approve the additional savings account opened at Investors Community Bank in Manitowoc. Motion carried.

Approve amended Intersystem Borrowing Agreement between MCLS and OWLS (Outagamie Waupaca Library System): The amended agreement does not change what we have been doing, but it protects MCLS from having to pay OWLS more than the actual costs for providing service to rural Calumet County residents. A motion to approve the amended Intersystem Borrowing Agreement between MCLS and OWLS was made by Muellenbach and seconded by Kjelstrup. Motion carried.

Trustee Education: Petersen will prepare a list of questions and information that trustees may use for discussions with legislators. She will keep trustees posted as to upcoming meetings with legislators in our area. She is also attempting to set up a date for Senator Leibham to attend a Board meeting to discuss lean management. Petersen also handed out an article about the e-book revolution.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, September 25, 2013, at 6:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 8:17 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, September 25, 2013 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 25, 2013 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 31, 2013 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to the operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
 - a. July and August, 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2013 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2013 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. Personnel Committee report (enclosure #9) *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #10 and #11) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #12) *ACTION REQUESTED*
 - e. 2014 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – Senator Leibham to present prior to the Board meeting at 5:30p.m.
12. Confirm and set place for November 20, 2013 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
September 25, 2013
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 25, 2013, at 6:31 p.m., by President of the Board, Ray Mueller.

Members Present: Rachel Gillis, Debra Heus, Cheryl Kjelstrup, Ray Mueller, Cheryl Nessman, Marilyn Schuh, James VandenBoom, Robert Vollendorf

Members Absent: Julie Grinde, Mary Muellenbach, Lyle Ott, Karen Valencia, Carol Wagner

Others Present: Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Steve Thiry, Margie Verhelst

Minutes: A motion was made by Vollendorf and seconded by Heus to accept the minutes of the July 31, 2013, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Mueller and VandenBoom brought in library-related news articles which were circulated among the Board members. Petersen announced the Growing Wisconsin Readers workshop, which will be held on November 8th.

Financial Business: A motion was made by Kjelstrup and seconded by Gillis to approve the July and August 2013 financial reports. Motion carried. Two new items were added to the reports: PayPal Payments to Libraries and PayPal Revenue. Once PayPal works with the new Enterprise catalog we will see an increase in patrons using it to pay fines online.

A motion was made by Kjelstrup and seconded by Heus to approve the August and September 2013 payment of bills. Motion carried.

A motion was made by Vollendorf and seconded by Nessman to approve the LARS financial report through August 2013. Motion carried.

Unfinished Business: None

System Director's Report: A written report was included in the Board packets. Petersen explained changes made to the amended 2013 and the 2014 line item and program budgets. More funds will be allocated to Technology in 2014 because MCLS will be taking on the bulk of paying for the ILS maintenance for the libraries. Libraries would prefer to eliminate the cash grants in return for MCLS' payment of the annual SirsiDynix ILS maintenance. Cherilyn Stewart and the MPL Board have agreed to reduce the Resource Library Agreement payment from \$25,000 to \$15,000. Petersen also stated that we are in need of trustees to fill several vacant positions. We should try to fill these positions with people who can represent the rural communities where they reside. Also, at the end of the year, there will be several Board members with terms expiring, and if they choose not to renew their terms, we will need to find additional new trustees.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst added that the conversion to Saas (the cloud) is scheduled for October 15 – 17th. The TM3 server will be the only server we have left. She also stated that there have been several major cable cuts recently, which have affected all of the libraries.

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

New Business:

Personnel Committee Report: The annual director self-evaluation was included in the Board packets and provided a summary of the director's activities. The Personnel Committee also sent out director evaluation forms to MCLS Board members and staff, and to member library directors, and the responses were overall very positive, with a few suggestions for improvement.

Finance Committee Report: The Finance Committee met with Petersen in August to review the 2013 amended and the 2014 proposed budgets. Kjelstrup explained changes that were made to various line item and program budget numbers. Some of the changes for 2014 include: 1) Increasing contracted services-other by \$31,000 to reflect MCLS' payment for Sirsi maintenance, 2) Decreasing the Resource Library Agreement payment to \$15,000.

Adopt Line Item and Program Budgets: A motion was made by Kjelstrup and seconded by Schuh to accept the 2013 Amended Line Item and Program Budgets and the 2014 Proposed Line Item and Program Budgets. Motion carried.

Adopt System Plan: A motion was made by Nessman and seconded by Kjelstrup to adopt the System Plan (enclosure #12), with the suggested changes made by Board members. Motion carried. The System Plan should be completed and submitted by October 15th.

2014 Resource Library Agreement: The 2014 Resource Library Agreement has been reduced to \$15,000. MCLS will prepare a memo to the MPL Board and Stewart, stating that when the Resource Library Agreement is reduced, MCLS will pay for a portion of MPL's annual ILS maintenance. A motion was made by Vollendorf and seconded by Gillis to accept the 2014 Resource Library Agreement, with the letter of understanding for MCLS' payment of the Sirsi ILS maintenance. Motion carried.

Trustee Education: Senator Joe Leibham held a discussion with MCLS Board members prior to the start of the MCLS Board meeting on September 25th.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, November 20, at 6:30 p.m., at the Brillion Public Library.

Adjourn: A motion to adjourn was made at 7:37 p.m. by Schuh and seconded by Nessman. Motion carried.

Respectfully submitted,

Connie Griseto

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and 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 20, 2013 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 20, 2013 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 25, 2013 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. Review of September 25 meeting with Senator Joe Leibham
6. Financial Business
 - a. September and October, 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2013 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. Reports from directors of member libraries
10. Unfinished business
11. New business
 - a. Update of Board member appointments and reappointments for 2014-2016 (enclosure #9)
 - b. Designate Banking Institution for 2014 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2013 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2014
12. Trustee Education – Library Legislative Day
13. Select dates for 2014 meetings and confirm date (January 29) and set place for next meeting (enclosure #10) *ACTION REQUESTED*
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
November 20, 2013
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 20, 2013, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rachel Gillis, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Lyle Ott, Marilyn Schuh (until 6:55 p.m.), Peggy Turnbull, Karen Valencia, James VandenBoom, Robert Vollendorf, Carol Wagner

Members Absent: Julie Grinde

Others Present: Rani Beckner, Julia Davis, Connie Griseto, Chris Moede, Rebecca Petersen, Steve Thiry, Margie Verhelst

Mueller welcomed new Board member Peggy Turnbull and potential new Board member Rani Beckner, and led the introductions.

Minutes: A motion was made by Schuh and seconded by Gillis to accept the minutes of the September 25, 2013, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: A thank you note from Brillion Public Library for support of their Summer Library Program was circulated among the Board members, as well as library-related news articles brought in by Board members.

Review of September 25 meeting with Senator Leibham: Discussion was held regarding the meeting held in September. Petersen stated that it is our job to educate legislators about library-related topics.

Financial Business: A motion was made by Vollendorf and seconded by Wagner to approve the September and October 2013 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Muellenbach to approve the October and November 2013 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Nessman to approve the LARS financial report through October 2013. Motion carried. Petersen explained that the LARS account is a reserve fund where the libraries can put money away for future ILS needs and other technology purchases as needed.

Unfinished Business: None

System Director's Report: A written report was included in the Board packets. Petersen stated that the Calumet County libraries are exploring the possibility of joining OWLS (Outagamie Waupaca Library System), and have had recent visits by the director of OWLS. They are waiting to find out the costs involved if they were to join. Petersen also brought to the Board's attention a new document – *Libraries Change Lives* – which is a good piece for libraries to use for advocacy. The revised LARS agreement attached to Petersen's report is for information only at this time, as it has not gone to the LARS group yet. It will be discussed at the next LARS meeting on December 6.

System IT/ILS Specialist's Report: A written report was included in the Board packets. The conversion to SAAS is complete, with a few bugs still being worked out. Because Sirsi is now housing the servers, the libraries now connect to the catalog via the internet– instead of going through the MCLS office where servers were previously housed. Verhelst attended the Sirsi conference in Cleveland, OH and found it to be very beneficial and informative.

Member Library Directors' Reports: Following reports presented by Chris Moede, Julia Davis, and Steve Thiry, discussion was held concerning how things are progressing with the OWLS talks. The libraries started talking with OWLS as a result of the ESLS (Eastern Shores Library System) merger discussion earlier this year. They are waiting for OWLS to provide the costs associated with making this move. The Calumet County Board would have to approve of the change by July 1, 2014, if they would join early 2015. Manitowoc County libraries would need to join another system within 18 months of Calumet County libraries leaving MCLS. It was mentioned that the Calumet County libraries would also incur costs on the MCLS end, if they leave now, because of contracts we have in place. All three Calumet County libraries need to be in agreement to join OWLS, as it would have to encompass 80% of the county's population. It was noted that some county planning may have to be done prior to a decision.

New Business:

Update of Board member appointments and reappointments for 2014-2016: Six Board members had terms expiring at the end of 2013: Heus, Kjelstrup, Muellenbach, Ott, Valencia and Wagner. Heus, Kjelstrup and Muellenbach will remain on the Board for another term. Ott, Valencia and Wagner have declined reappointment. Rani Beckner attended this Board meeting and is considering joining. Petersen has several more people she will contact.

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

Designate auditor and authorize contract for 2013 audit: Petersen presented two bids to the Board for our annual audit. Schenck from Sheboygan was the lower of the two bids presented. A motion was made by Kjelstrup and seconded by Turnbull to designate Schenck as the auditor for 2013. Motion carried.

Appoint Board Officer Nominating Committee to nominate officers for 2014: VandenBoom and Heus volunteered for this committee and will bring information to the January 2014 meeting.

Trustee Education: Information and a registration form for the 2014 Library Legislative Day, as well as a list of legislators, were handed out. Trustees were encouraged to attend this event on February 11, 2014, in Madison. Registration is due January 24. MCLS will reimburse board members who attend for the registration fee, mileage and meals. Petersen also stated that prior to our January 2014 Board meeting, John Debacher of DPI (Wisconsin Department of Public Instruction) will be here to meet with us.

Select Dates for 2014 meetings and confirm date and set place for next meeting: Vollendorf moved that we accept the dates for the 2014 Board meetings, as presented in Enclosure #10. Seconded by Valencia. Motion carried.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, January 29, at 6:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 7:34 p.m. by Kjelstrup and seconded by Muellenbach. Motion carried.

Respectfully submitted,

Connie Griseto