

**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 29, 2014 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 29, 2014 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 20, 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. November and December 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2013 and January 2014 bills (enclosures #4, and #5) *ACTION REQUESTED*
  - c. LARS financial report through December 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
10. New business
  - a. Approve revised Libraries Automated Resource Sharing (LARS) Consortium Bylaws and Agreement (enclosure #9) *ACTION REQUESTED*
  - b. Election of Officers for 2014 *ACTION REQUESTED*
  - c. Authorize President to sign the Annual Report. (System annual report forms not yet available through the DPI. If possible, the completed report will be distributed by email and copies will be provided at the meeting.) *ACTION REQUESTED*
  - d. Authorize preparation of an MCLS Strategic Plan *ACTION REQUESTED*
  - e. Approve updated Library Technology and Resource Sharing Plan (enclosure #10) *ACTION REQUESTED*
11. Trustee Education – John DeBacher, Director of Public Library Development at the DPI, will present prior to the meeting at 5:00pm. Although a quorum of the MCLS board may be present, no official business will be conducted at this session.
12. Confirm date and set place for March 26<sup>th</sup> 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  
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**MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD MEETING**

**Wednesday, March 26, 2014 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 29, 2014 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, 2014 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of February and March 2014 bills (enclosures #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through February 28, 2014 (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. Review draft of 2013 audit financial statements by Schenck (Draft copies will be available at the meeting) *ACTION REQUESTED*
  - b. MCLS office relocation to MPL *ACTION REQUESTED*
  - c. Recognition of MCLS delivery drivers for winter of 2013/2014 *ACTION REQUESTED*
  - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education- Fast Facts about Wisconsin Public Libraries (enclosure #9)
12. Confirm date and set place for May 28<sup>th</sup> 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  
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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, May 28, 2014 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 28, 2014 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 26, 2014 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. March, and April, 2014 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of March 25, April and May, 2014 bills (enclosure #4, #5 & #6) *ACTION REQUESTED*
  - c. LARS financial report through April 2014 (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
  - a. Relocation of the MCLS office headquarters to MPL *ACTION REQUESTED*
  - b. Approve audit report - 2013 financial statements (enclosure #10) *ACTION REQUESTED*
10. New business
  - a. Annual County meetings report
11. Trustee Education – report on the Winnefox Library Trustees Educational Workshop
12. Confirm date July 30, 2014 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  
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Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, July 30, 2014, 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 30, 2014 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 28, 2014 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, 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of May 28, June and July, 2014 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
  - c. May and June, 2014 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
  - a. Trustee business cards
  - b. Approve lease and relocation of the MCLS office headquarters to MPL (enclosure #10) *ACTION REQUESTED*
10. New business
  - a. Review Schenck's proposal for 3-year audit services contract (enclosure #11) *ACTION REQUESTED*
  - b. LSTA 2015 Grant Applications (enclosure #12) *ACTION REQUESTED*
  - c. Schedule Finance Committee Meeting to review 2015 Budget Proposal and 2014 Budget Revision *ACTION REQUESTED*
  - d. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
  - e. Approve additional checking account at Bank First National for ProPay online transactions (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – Calumet County/OWLS update
12. Confirm date September 24, 2014 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.

**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 24, 2014 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 24, 2014 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 30, 2014 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, 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2014 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2014 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 (enclosures #9 and #10) *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 (will be provided at the meeting) *ACTION REQUESTED*
  - e. Approve credit cards for delivery drivers *ACTION REQUESTED*
11. Trustee Education – Kathy Pletcher to present prior to the Board meeting at 5:00p.m.
12. Confirm and set place for November 19, 2014 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  
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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING**

**Wednesday, November 19, 2014 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 24, 2014 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, 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of September 24, October and November, 2014 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
  - c. 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. Update of Board member appointments and reappointments for 2015-2017 (enclosure #10)
  - b. Designate Banking Institution for 2015 *ACTION REQUESTED*
  - c. Appoint Board Officer Nominating Committee to nominate officers for 2015
11. Trustee Education – Creating Public Awareness
12. Select dates for 2015 meetings and confirm date (January 28) 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) 686-3051 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Public Notice of the Meeting of the  
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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, January 29, 2014 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 29, 2014 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 20, 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. November and December 2013 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2013 and January 2014 bills (enclosures #4, and #5) *ACTION REQUESTED*
  - c. LARS financial report through December 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
10. New business
  - a. Approve revised Libraries Automated Resource Sharing (LARS) Consortium Bylaws and Agreement (enclosure #9) *ACTION REQUESTED*
  - b. Election of Officers for 2014 *ACTION REQUESTED*
  - c. Authorize President to sign the Annual Report. (System annual report forms not yet available through the DPI. If possible, the completed report will be distributed by email and copies will be provided at the meeting.) *ACTION REQUESTED*
  - d. Authorize preparation of an MCLS Strategic Plan *ACTION REQUESTED*
  - e. Approve updated Library Technology and Resource Sharing Plan (enclosure #10) *ACTION REQUESTED*
11. Trustee Education – John DeBacher, Director of Public Library Development at the DPI, will present prior to the meeting at 5:00pm. Although a quorum of the MCLS board may be present, no official business will be conducted at this session.
12. Confirm date and set place for March 26<sup>th</sup> 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](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
January 29, 2014  
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 29, 2014, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Rachel Gillis, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Marilyn Schuh, Peggy Turnbull, James VandenBoom, Robert Vollendorf

**Members Absent:** Rani Beckner, Julie Grinde

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

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Mueller welcomed new Board members Carol Gruetzmacher and Ron Dietrich, and led the introductions.

**Minutes:** A motion was made by Vollendorf and seconded by Turnbull to accept the minutes of the November 20, 2013, MCLS Board meeting. A motion to change the first paragraph under New Business, to state "have declined reappointment" instead of "will resign" was made by Muellenbach and seconded by Vollendorf. The motion to accept the minutes, with the correction, carried.

**Public Comment:** None

**Communications:** Petersen has received official notification letters from the Manitowoc County Clerk's office for three-year appointments to the MCLS Board for Rani Beckner, Debra Heus, Cheryl Kjelstrup, and Peggy Turnbull. Mueller stated that Senator Leibham will be holding a listening session on Saturday, February 8, at Chilton Public Library, from 11:00 a.m. until 12:30 p.m., and later the same day at Manitowoc Public Library from 1:30 p.m. until 3:00 p.m.

**Financial Business:** A motion was made by Kjelstrup and seconded by Turnbull to approve the November and December 2013 financial reports. Motion carried.

A motion was made by Gillis and seconded by Kjelstrup to approve the December 2013 and January 2014 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Vollendorf to approve the LARS financial report through December 2013. Motion carried. For the new Board members, Petersen explained how 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 explained the Enterprise Catalog's new "Buy It Now" feature, which can be used if purchasing items from Amazon.com. A percentage of sales will go to our libraries. Also discussed was the revised LARS agreement, and that we are awaiting approval from several libraries' boards. Petersen also explained that WILS (Wisconsin Library Services) is conducting a study of each ILS (integrated library system) consortia in Wisconsin.



**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Our TM3 (telemessaging) system will soon offer text message notifications for patrons and may be used by all of our libraries. Currently, Manitowoc and Lester use TM3, which only provides phone/voice notifications. The TM3 software is good through June 2015, however, the end-of-life for the server is April 2014. At that time we can put one of our older servers in use, since it is no longer needed after the SAAS (cloud) conversion. In the future, TM3 may be available in a cloud environment, and although we would still pay for the service, we would not need a new server. If a new server is needed, the libraries would pay for it. Also discussed was the new Mobile Circ function.

**Member Library Directors' Reports:** Reports were presented by Cherilyn Stewart, Jeff Dawson, Chris Moede, and Steve Thiry. Petersen handed out flyers of Kiel Public Library's winter activities.

**New Business:**

**Approve revised Libraries Automated Resource Sharing (LARS) Consortium Bylaws and Agreement:** Petersen explained there were changes in the section concerning expulsion and early withdrawal, adding language that penalty fees may apply. A motion to approve the LARS Consortium Bylaws and Agreement as printed in Enclosure #9 was made by Vollendorf and seconded by Kjelstrup. Motion carried.

**Election of Officers for 2014:** The Nominating Committee (Heus and VandenBoom) nominated the following officers for 2014:

Mueller – President  
Muellenbach – Vice President

Kjelstrup - Treasurer  
Schuh - Secretary

Vollendorf moved to cast a unanimous ballot for the 2014 slate of officers presented by the Nominating Committee. Seconded by Nessman/Turnbull. Motion carried. VandenBoom thanked the officers for their service.

**Authorize President to sign annual report:** A new section of the annual report includes an area for showing collaborative activities that we take part in with other systems. Another new area on the report is for showing cost savings as a result of collaborating with other organizations, which is optional this year, but will be required next year. A correction to a trustee's email address will be made to the report. A motion to authorize the President to sign the Annual Report was made by Kjelstrup and seconded by Muellenbach. Motion carried.

**Authorize preparation of an MCLS Strategic Plan:** With potential system mergers not likely in the very near future, this would be a good time to start the planning process. It was suggested to keep the plan simple, and if changes do arise, we can cross that bridge when we get there. A motion to work toward the preparation of an MCLS Strategic Plan was made by Muellenbach and seconded by Turnbull. Motion carried.

**Approve updated Library Technology and Resource Sharing Plan:** Petersen took the previous plan and pared it down by removing outdated information. We will have to completely re-write the plan in 2014 for 2015 – 2019. A motion to accept the updated Library Technology and Resource Sharing Plan was made by Kjelstrup and seconded by Heus. Motion carried.

**Trustee Education:** John DeBacher of Wisconsin Department of Public Instruction (DPI) held a presentation at 5:00 p.m., prior to the start of the scheduled MCLS Board meeting at 6:30 p.m.

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

**Adjourn:** A motion to adjourn was made at 7:40 p.m. by Kjelstrup and seconded by Nessman. Motion carried.

Respectfully submitted,

Connie Griseto

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**MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD MEETING**

**Wednesday, March 26, 2014 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 29, 2014 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, 2014 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of February and March 2014 bills (enclosures #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through February 28, 2014 (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. Review draft of 2013 audit financial statements by Schenck (Draft copies will be available at the meeting) *ACTION REQUESTED*
  - b. MCLS office relocation to MPL *ACTION REQUESTED*
  - c. Recognition of MCLS delivery drivers for winter of 2013/2014 *ACTION REQUESTED*
  - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education- Fast Facts about Wisconsin Public Libraries (enclosure #9)
12. Confirm date and set place for May 28<sup>th</sup> 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](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
March 26, 2014  
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 26, 2014, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Rachel Gillis, Julie Grinde, Carol Gruetzmacher, Debra Heus, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Marilyn Schuh, Peggy Turnbull, James VandenBoom, Robert Vollendorf

**Members Absent:** Cheryl Kjelstrup

**Others Present:** Julia Davis, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Steve Thiry, Margie Verhelst, Barb Weber

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A motion was made by Muellenbach and seconded by Grinde to amend the agenda to accommodate the audit report by Bryan Grunewald of Schenck, moving his presentation from Item 10a to Item 4a, following Communications. Motion carried.

**Minutes:** A motion was made by Vollendorf and seconded by Turnbull to accept the minutes of the January 29, 2014, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Petersen shared an article provided by Vandenboom regarding privatization of library systems.

**Financial Business:** A motion was made by Grinde and seconded by Heus to approve the January and February 2014 financial reports. Motion carried.

A motion was made by Vollendorf and seconded by Grinde to approve the February and March 2014 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Turnbull to approve the LARS financial report through February 2014. Motion carried.

Petersen gave a brief overview of the intersystem reimbursement process for the new Board members.

**System Director's Report:** A written report was included in the Board packets. We will be able to renew our lease for office and garage space for another five years at the same rate, with the option of leaving with a 60-day notice. Moving to MPL is also being explored.

The Chilton Public Library (CPL) Board has not signed the revised LARS Agreement. They would like to make sure there are no fiscal issues to be aware of and have had their City Attorney review the document. It was noted that if the CPL Board does not sign the LARS Agreement, CPL would not be a member of LARS and would have to withdraw from the catalog.

The agenda for the annual Calumet County Library Services Advisory Committee Meeting in May will include discussion of the Calumet County Libraries' possible move to OWLS, including what happens when a county leaves a system. This would be for discussion only – not decision making.

Petersen and Terry Ehle of LPL have been introducing and promoting the Reach Out & Read initiative to various organizations in our area. Holy Family Memorial is on board with the program, and we are hoping to get established at other healthcare facilities.

Libraries have until the end of 2015 to spend down their Technology Grant balances.

We received all of the 2014 LSTA grants that we applied for and also the additional United Way Reach Out & Read Grant.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. A new server was purchased for the TM3 system and once it is set up and running, both phone and text message notifications will be available for all of our libraries. Verhelst will be attending the annual COSUGI (Customers of SirsiDynix User Group, Inc.) conference in May, in Detroit.

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

**Unfinished Business:** None

**New Business:**

**Review draft of 2013 audit financial statements by Schenck:** Draft copies of the 2013 audit financial statements were handed out at the meeting. Bryan Grunewald of Schenck presented the report to the Board and answered questions. The audit report will be voted on by the Board at the May 28, 2014, meeting.

**MCLS office relocation to MPL:** MPL currently has office and garage space which they could lease to MCLS. Petersen will obtain costs and terms from Cherilyn Stewart. Petersen and Verhelst will find out if the bandwidth upgrade for the current MCLS office can be delayed until a decision is made concerning a possible relocation to MPL. This bandwidth upgrade would involve trenching, a two-year commitment, and a new \$2,400 router. If the bandwidth upgrade cannot be delayed, and there is a need to make a decision before the next scheduled Board meeting in May, a special meeting of the full Board could be called. There also may be a need for the Executive Committee (the four officers) to discuss this, however, the final decision would be determined by the full Board. A motion was made by Muellenbach and seconded by Grinde that in the event we need to have a decision prior to our regular Board meeting in May, a special meeting be called. Motion carried.

**Recognition of MCLS delivery drivers for winter of 2013/2014:** Petersen suggested that we provide the MCLS drivers with a token of appreciation for their excellent service over the winter months. A motion was made by Turnbull and seconded by Vollendorf to reward the two MCLS drivers with \$25 each in Chamber Bucks (or equivalent) for their excellent service over the winter. Dietrich suggested the award be \$50 each. A motion to amend the motion to award \$50 in Chamber Bucks (or equivalent) to each of the two drivers was made by Vollendorf and seconded by Grinde. 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:

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

**Trustee Education:** An article, 'Fast Facts about Wisconsin Public Libraries', was included in the Board packets. Mueller suggested that copies be included in the annual County meeting packets, and given to our legislators.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, May 28, 2014, at 6:30 p.m., at the Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 8:04 p.m. by Grinde 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 28, 2014 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 28, 2014 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 26, 2014 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
  - a. March, and April, 2014 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of March 25, April and May, 2014 bills (enclosure #4, #5 & #6) *ACTION REQUESTED*
  - c. LARS financial report through April 2014 (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
  - a. Relocation of the MCLS office headquarters to MPL *ACTION REQUESTED*
  - b. Approve audit report - 2013 financial statements (enclosure #10) *ACTION REQUESTED*
10. New business
  - a. Annual County meetings report
11. Trustee Education – report on the Winnefox Library Trustees Educational Workshop
12. Confirm date July 30, 2014 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 28, 2014  
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 28, 2014, at 6:33 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Carol Gruetzmacher, Debra Heus, Ray Mueller, Marilyn Schuh, Peggy Turnbull, James VandenBoom, Robert Vollendorf

**Members Absent:** Rani Beckner, Rachel Gillis, Julie Grinde, Cheryl Kjelstrup, Mary Muellenbach, Cheryl Nessman

**Others Present:** Julia Davis, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Margie Verhelst

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**Minutes:** A motion was made by Schuh and seconded by Vollendorf to accept the minutes of the March 26, 2014, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** None

**Financial Business:** A motion was made by Vollendorf and seconded by Gruetzmacher to approve the March and April 2014 financial reports. Motion carried.

A motion was made by Dietrich and seconded by Heus to approve the March 25, April and May 2014 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Schuh to approve the LARS financial report through April 2014. Motion carried.

It was noted that if we receive a West Foundation Grant for Reach Out and Read, the Lester Public Library Foundation has agreed to be the fiscal agent for those funds, since they are already established as a 501(c)(3) organization.

**System Director's Report:** A written report was included in the Board packets. Discussion was held concerning a possible move to MPL, the office space MCLS would rent, and the phone lines which would be needed for the MCLS office and TM3 system. Long distance rates are expected to be low, because MPL uses VoIP (Voice over Internet Protocol), but we need to obtain further information concerning the long distance charges. An estimate of expenses and savings associated with the move was handed out.

Petersen gave an overview of the Wisconsin Trustee Training Week 2014 brochure and the Text Message Services brochure that were in the Board packets.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst stated that the COSUGI conference she attended in early May was very beneficial. She also said that we are looking into a replacement for PayPal, because the new payment service will work better with our system. We will first need to have upgrades installed by Sirsi. This upgrade will also replace Directors Station with a reporting module which will allow multiple users to be logged in simultaneously.

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

**Unfinished Business:**

**Relocation of the MCLS office headquarters to MPL:** Schuh moved that we delay the vote on moving MCLS office headquarters to MPL until the July Board meeting. Seconded by Turnbull. Motion carried. Prior to the July Board meeting, MCLS staff will look over the proposed rental space and obtain more information on long distance rates. The contract will also be available by the July meeting.

**Approve audit report – 2013 financial statements (enclosure #10):** Board members received copies of the 2013 Annual Financial Report and Management Communications in their May Board packets. This information was also presented to the Board by Bryan Grunewald of Schenck at our March Board meeting. A motion to accept the 2013 audit report was made by Vollendorf and seconded by Schuh. Motion carried.

**New Business:**

**Annual County meetings report:** Petersen stated that the county meetings went smoothly this year. The change to Wisconsin Statute 43, which affects Brown County billing, was discussed at both meetings.

**Trustee Education:** Mueller reported on a Winnefox trustee education workshop he attended in April. This included a presentation on advocacy by Kathy Pletcher, which he felt would be very useful for all of our trustees. Petersen has arranged for Kathy Pletcher to give a presentation on Wednesday, September 24, from 5:00- 6:30 p.m., at Chilton Public Library – just prior to the MCLS Board meeting. Mueller also suggested that our trustees have business cards. Trustees who serve on both the MCLS Board and a library board could list information for both on their cards. We will discuss this further at the July Board meeting.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, July 30, 2014, at 6:30 p.m., at the Lester Public Library.

**Adjourn:** A motion to adjourn was made at 7.28 p.m. by Schuh and seconded by Gruetzmacher. 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 30, 2014, 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 30, 2014 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 28, 2014 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, 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of May 28, June and July, 2014 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
  - c. May and June, 2014 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
  - a. Trustee business cards
  - b. Approve lease and relocation of the MCLS office headquarters to MPL (enclosure #10)  
*ACTION REQUESTED*
10. New business
  - a. Review Schenck's proposal for 3-year audit services contract (enclosure #11) *ACTION REQUESTED*
  - b. LSTA 2015 Grant Applications (enclosure #12) *ACTION REQUESTED*
  - c. Schedule Finance Committee Meeting to review 2015 Budget Proposal and 2014 Budget Revision  
*ACTION REQUESTED*
  - d. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
  - e. Approve additional checking account at Bank First National for ProPay online transactions (enclosure #13) *ACTION REQUESTED*
11. Trustee Education – Calumet County/OWLS update
12. Confirm date September 24, 2014 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](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
July 30, 2014  
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 30, 2014, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Ray Mueller, Marilyn Schuh, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Rachel Gillis, Mary Muellenbach, Cheryl Nessman, James VandenBoom

**Others Present:** Julia Davis, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Steve Thiry (6:37 p.m.), Margie Verhelst, Darlene Waterstreet

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**Minutes:** A motion was made by Schuh and seconded by Vollendorf to accept the minutes of the May 28, 2014, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** None

**Financial Business:** A motion was made by Kjelstrup and seconded by Grinde to approve the May and June 2014 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the May 28, June and July 2014 payment of bills. Motion carried.

A motion was made by Vollendorf and seconded by Turnbull to approve the LARS financial report through June 2014. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen added that she recently met with the new director of ESLS.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. The June upgrade to Enterprise (web interface for our online catalog) and Symphony (used by staff to check in/check out materials, etc.) gave us several new enhancements so we can implement ProPay and new reporting software. We are now part of a testing group for new reporting software which will be replacing Directors Station.

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

**Unfinished Business:**

**Trustee Business Cards:** Mueller suggested that trustees may find business cards useful when meeting with legislators. Trustees who would use them should contact the MCLS office to place an order.

**Approve Lease and Relocation of the MCLS Office Headquarters to MPL:** A motion to approve the lease and relocation of the MCLS office to MPL was made by Dietrich and seconded by Vollendorf. Discussion ensued, resulting in the following changes recommended for the lease:

- 1) Add a 90-day minimum opt-out clause for either party.
- 2) Combine the address for Landlord and Tenant.
- 3) Change office location to southeast corner.
- 4) MPL's use of the MCLS van should take place outside of MCLS' normal delivery hours.
- 5) The Facility Management Services are included.

Petersen will discuss removal of the MCLS sign with Two Rivers School District maintenance staff and find out if we will incur expenses to repair holes left by sign removal. We will also determine where our current MCLS sign, or possibly a smaller sign, can be placed at MPL. Petersen stated that our insurance would not change too much, since we are a renter at either location. Also, the MPL driver would be covered under our current policy. Phone service, including long distance calls, would be at no additional cost because of MPL's use of VoIP. The five member library directors present at the meeting were in favor of the move. A motion to amend the motion to approve the lease and relocation of the MCLS office to MPL, and include the five changes, was made by Dietrich and seconded by Vollendorf. Motion carried. The updated lease will now go to MPL's Board for final approval. An approximate move date of October or November is anticipated.

#### **New Business:**

**Review Schenck's Proposal for 3-year Audit Services Contract:** A motion to accept the proposal by Schenck, for three years of audit services for 2014, 2015 and 2016, with the addition of language that would release MCLS from the contract should we cease to exist, was made by Grinde and seconded by Vollendorf. Motion carried.

**LSTA 2015 Grant Applications:** Petersen reviewed the three proposed LSTA grants for 2015 that were included in the Board packets. A motion was made by Grinde and seconded by Kjelstrup to pursue the three grants identified in Enclosure #12. Motion carried.

**Schedule Finance Committee and Personnel Committee Meetings:** The Finance Committee meeting, to review the 2015 Budget Proposal and 2014 Budget Revision, will be held on Wednesday, August 20, 2014, at 5:30 p.m. at MPL. Finance Committee consists of Dietrich, Kjelstrup, Mueller and Nessman.

The Personnel Committee meeting for the Director's annual performance review is scheduled for Wednesday, August 20, 2014, at 6:15 p.m., following the Finance Committee meeting. Personnel Committee consists of Kjelstrup, Mueller and Turnbull.

**Approve Additional Checking Account at Bank First National for ProPay Transactions:** ProPay will take the place of PayPal, since we have discontinued use of PayPal for online transactions. There may be infrequent occasions where ProPay will need to access our bank account, and the new account will have a limited balance, rather than allowing access to our existing bank account(s). A motion to approve an additional checking account at Bank First National for ProPay transactions was made by Kjelstrup and seconded by Gruetzmacher. Motion carried.

**Trustee Education:** Discussion was held concerning the Calumet County libraries' intentions to join OWLS. The CPL Board has not approved the move to OWLS because of the increase in costs. OWLS has not provided exact numbers for the expenses the libraries would incur by joining and ongoing annual expenses, but it is expected to be more than current expenses with MCLS. It was mentioned that since the CPL Board does not plan to approve the move to OWLS, the other two Calumet County libraries would not be able to make the move. It may be a better use of time to direct our attention on what we can do to further assist the libraries and address that within our own system.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, September 24, 2014, at 6:30 p.m., at the Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 8:10 p.m. by Schuh and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and 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 24, 2014 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 24, 2014 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 30, 2014 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, 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2014 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2014 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 (enclosures #9 and #10) *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 (will be provided at the meeting) *ACTION REQUESTED*
  - e. Approve credit cards for delivery drivers *ACTION REQUESTED*
11. Trustee Education – Kathy Pletcher to present prior to the Board meeting at 5:00p.m.
12. Confirm and set place for November 19, 2014 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](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
September 24, 2014  
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 24, 2014, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Rachel Gillis, Julie Grinde, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Natalie Long, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Marilyn Schuh, Peggy Turnbull, James Vandenboom, Robert Vollendorf

**Members Absent:**

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

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**Minutes:** A motion was made by Schuh and seconded by Kjelstrup to accept the minutes of the July 30, 2014, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** A newspaper article about little free libraries in Manitowoc was circulated. Petersen introduced Natalie Long, who has returned to the Manitowoc-Calumet Library System Board. Petersen circulated flyers for the 2014 Sheboygan Children's Book Festival in October.

**Financial Business:** A motion was made by Kjelstrup and seconded by Vollendorf to approve the July and August 2014 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the August and September 2014 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the LARS financial report through August 2014. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Discussion ensued regarding the Calumet County libraries' possibility of joining Outagamie-Waupaca Library System (OWLS). The Brillion Public Library Board has met with the OWLS director; however, Chilton and New Holstein Public Library Boards have not discussed this in detail recently. Suggestions from MCLS Board members include having the Calumet County Library Boards work collaboratively to decide how they would like to proceed. They could bring the information to the MCLS Board as a group in the future. We may also want to invite the OWLS director to an MCLS Board meeting, if the Calumet County Boards get closer to agreement. It was also mentioned that it is not clear what services MCLS is not able to provide to the libraries and how OWLS could improve the situation, as well as the costs involved with leaving contracts. It was noted that Manitowoc County libraries would have two years to become affiliated with another system, if Calumet County libraries leave.

Petersen stated that if there are any other Board members who would like business cards, to please let her know, as we will be placing another order. She also noted that Board members received information about this year's WLA Annual Conference in their folders.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst is currently attending the COSUGI (Customers of SirsiDynix User Group) conference in Utah.

**Member Library Directors' Reports:** Reports were presented by Steve Thiry, Chris Moede, Jeff Dawson, and Deb Heus for Kiel Public Library.

**Unfinished Business:**

**New Business:**

**Personnel Committee Report:** The Director Self-Evaluation and the Personnel Committee Director Evaluation were included in the Board packets. Everyone who was asked to provide a response, did so, and results were overwhelmingly positive, with a few suggestions. A motion was made by Vollendorf and seconded by Muellenbach to accept the Personnel Committee Director Evaluation. Motion carried.

**Finance Committee Report:** The Finance Committee met on August 20 to review the amended 2014 and proposed 2015 Program and Line Item Budgets. Petersen explained what the insurance budget line covers, and also noted that in 2015 we will not have phone expenses at our new location. Contracted services for member libraries is reduced because MCLS now pays for the ILS (integrated library system / SirsiDynix). Any extra funds were put into Technology. There is also \$21,000 in the van replacement reserve. A motion was made by Grinde and seconded by Kjelstrup to accept the amended Program and Line Item 2014 Budget - Enclosure #11. Motion carried. A motion was made by Kjelstrup and seconded by Turnbull to accept the proposed 2015 Program and Line Item Budget - Enclosure #12. Motion carried.

**Adopt System Plan:** A motion was made by Kjelstrup and seconded by Muellenbach to approve the content of the 2015 System Plan, with minor grammar suggestions. If Board members find any other minor corrections, please report it to Becky within the next several days. Motion carried.

**Approve Credit Cards for Delivery Drivers:** Our drivers have been purchasing gasoline from Patsy's in Two Rivers, which will no longer be on our delivery route once the office moves. Petersen recommended that the drivers each have a Visa credit card for gasoline purchases, which would be tied into the same rewards account as the office staff credit cards. A motion was made by Vollendorf and seconded by Grinde to approve credit cards for the delivery drivers. Motion carried.

**Trustee Education:** Kathy Pletcher presented an Advocacy workshop prior to the MCLS Board meeting.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, November 19, 2014, at 6:30 p.m., at the Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 7:30 p.m. by Kjelstrup and seconded by Gruetzmacher. 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 19, 2014 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 19, 2014 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 24, 2014 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, 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of September 24, October and November, 2014 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
  - c. 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. Update of Board member appointments and reappointments for 2015-2017 (enclosure #10)
  - b. Designate Banking Institution for 2015 *ACTION REQUESTED*
  - c. Appoint Board Officer Nominating Committee to nominate officers for 2015
11. Trustee Education – Creating Public Awareness
12. Select dates for 2015 meetings and confirm date (January 28) 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) 686-3051 or [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us). If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.



**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
November 19, 2014  
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 19, 2014, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Rachel Gillis, Julie Grinde, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Natalie Long, Ray Mueller, Cheryl Nessman, Marilyn Schuh, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Rani Beckner, Mary Muellenbach, James Vandenboom

**Others Present:** Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst

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**Minutes:** A motion was made by Schuh and seconded by Grinde to accept the minutes of the September 24, 2014, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Petersen received the official notification letter from the Manitowoc County Clerk appointing Natalie Long to the MCLS Board of Trustees, to fill a vacancy through December 2014.

**Financial Business:** A motion was made by Kjelstrup and seconded by Turnbull to approve the September and October 2014 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Nessman to approve the September 24, October and November 2014 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the LARS financial report through October 2014. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen added that the optimal number of systems for the state was discussed at a recent COLAND meeting, with four or six systems suggested. COLAND will meet again in January 2015. This meeting may result in recommendations being presented to the state superintendent.

Petersen handed out information about the Wild Wisconsin Web conference which is being held on January 21 and 22, 2015, from 9:00 a.m. to 5:00 p.m. It is being offered at no cost to those who would like to listen in. MCLS and other systems help support this conference, which Nicolet Federated Library System developed.

Petersen will be meeting with the director of Eastern Shores Library System (ESLS) to discuss technology needs. We may see updates in the future to our older, existing agreement.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst recently received notification that ProPay is set up, and we can now start testing.

**Member Library Directors' Reports:** Reports were presented by Chris Moede, Ray Mueller for Chilton Public Library, and Ron Dietrich for New Holstein Public Library.

Dietrich read a letter from the New Holstein Public Library (NHPL) Board stating they are interested in moving forward with pursuing possible membership of the Outagamie Waupaca Library System (OWLS). They are trying to nail down what the real costs are. The NHPL Board did not vote on this yet, but may vote at their December 2014 meeting.

Mueller stated that the Chilton Public Library (CPL) Board has not pursued OWLS membership because the costs are unknown and expected to be significantly higher. They would need to be shown what library operations are being harmed and how patrons are not being served in our current system.

**Unfinished Business:**

**New Business:**

**Update of Board Member Appointments and Reappointments for 2015-2017:** Four Board members had terms expiring at the end of 2014: Grinde, Long, Schuh and Vandenboom. Grinde and Long will remain on the Board for another term. Petersen will contact Vandenboom to inquire if he will remain on the Board. Schuh has declined reappointment. We will pursue finding a new Board member from the Brillion area.

**Designate Banking Institution for 2015:** A motion was made by Kjelstrup and seconded by Vollendorf to remain with Bank First National and Investors Community Bank as our official banking institutions. Motion carried.

**Appoint Board Officer Nominating Committee to Nominate Officers for 2015:** Nessman and Heus volunteered for this committee and will bring information to the January 2015 meeting.

**Trustee Education:** Mueller discussed creating public awareness of library issues. He suggested that directors and trustees become familiar with their city and state government officials, and encouraged them to regularly attend local meetings. He also recommends that Board members have business cards. Library Legislative Day (in Madison, in February) is another opportunity to discuss library issues with state legislators.

**Select Dates for 2015 meetings and confirm date and set place for next meeting:** Grinde moved that we accept the dates for the 2015 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 28, at 6:30 p.m., at the Manitowoc Public Library.

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

Respectfully submitted,

Connie Griseto