

**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 28, 2015 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 28, 2015 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 19, 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. November and December 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2014 and January 2015 bills (enclosures #4 and #5)  
*ACTION REQUESTED*
  - c. LARS financial report through December 2014 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Election of Officers for 2015 *ACTION REQUESTED*
  - b. Authorize President to sign the Annual Report *ACTION REQUESTED*
  - c. Approve Library Technology and Resource Sharing Plan 2015-2019 (enclosure #10) *ACTION REQUESTED*
  - d. Approve revised ESLS / MCLS Wide Area Network and Internet Service Agreement (enclosure #11)  
*ACTION REQUESTED*
  - e. Approve 2015 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
  - f. Discussion of Calumet County/OWLS/MCLS meeting on January 5, 2015 (enclosure #13)
11. Trustee education – Wisconsin's Budget Process (enclosure #14)
12. Confirm date and set place for March 25<sup>th</sup> meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](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.

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

**Wednesday, March 25, 2015 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 28, 2015 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 2015 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of February and March 2015 bills (enclosures #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through February 28, 2015 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New Business
  - a. Review draft of 2014 audit financial statements by Schenck (enclosure # 10) *ACTION REQUESTED*
  - b. Form subcommittee to identify opportunities for improvement of system services *ACTION REQUESTED*
  - c. Adopt Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems (enclosure #11) *ACTION REQUESTED*
  - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education- Discussion of the JFC Budget Committee Hearing in Brillion on March 18, 2015
12. Confirm date and set place for May 27<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.

**Public Notice of the Meeting of the  
MANITOWOC-CALUMET LIBRARY SYSTEM  
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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, May 27, 2015 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 25, 2015 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, 2015 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of April and May, 2015 bills (enclosure #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through April 2015 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
  - a. Update from the System Services Improvement Committee
  - b. Adopt a resolution designating a legal custodian of MCLS records (enclosure #10)  
*ACTION REQUESTED*
10. New business
  - a. Annual County meetings report
11. Trustee Education
12. Confirm date July 29, 2015, and set place for meeting
13. Motion to adjourn

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

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, July 29, 2015 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 29, 2015 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 March 25, 2015 and May 27, 2015 Board meetings (enclosures #1 and #2) *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. March, April, May and June, 2015 financial reports (enclosures #3, #4, #5 and #6) *ACTION REQUESTED*
  - b. Payment of April, May, June and July, 2015 bills (enclosures #7, #8, #9 and #10) *ACTION REQUESTED*
  - c. LARS financial report through June 2015 (enclosure #11) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #12) *ACTION REQUESTED*
6. System Director's report (enclosure #13)
7. System IT/ILS Specialist's report (enclosure #14)
8. Reports from directors of member libraries
9. Unfinished business
  - a. System Services Improvement Committee's Study Recommendations (enclosure #15) *ACTION REQUESTED*
  - b. Adopt a resolution designating a legal custodian of MCLS records (enclosure #16) *ACTION REQUESTED*
10. New business
  - a. Proposed Amendment to the Constitution and Bylaws located in Article V, Section 5: Quorum (enclosure #17) *ACTION REQUESTED*
  - b. 2016 LSTA Grant Applications (enclosure #18) *ACTION REQUESTED*
  - c. Schedule Finance Committee Meeting to review 2016 Budget Proposal and 2015 Budget Revision *ACTION REQUESTED*
  - d. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
  - e. Approve revision to page 4 of the System Annual Report(enclosure #19) *ACTION REQUESTED*
11. Trustee Education – WiscNet's CANs (Community Area Network) Project (enclosure #20)
12. Confirm date September 30, 2015 and set place for meeting
13. Motion to adjourn

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

**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 30, 2015 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 30, 2015 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 29, 2015 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, 2015 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2015 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2015 LARS financial report (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Personnel Committee report (enclosure #10) *ACTION REQUESTED*
  - b. Adopt revised job description for the MCLS Director (enclosure #11) *ACTION REQUESTED*
  - c. Finance Committee report (enclosure #12) *ACTION REQUESTED*
  - d. Adopt Line Item and Program Budgets (enclosures #13 and #14) *ACTION REQUESTED*
  - e. Adopt System Plan (enclosure #15) *ACTION REQUESTED*
  - f. Approve logo change *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – 2015 WLA Conference (enclosure #16)
13. Confirm and set place for November 18, 2015 meeting
14. Motion to adjourn

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

**Public Notice of the Meeting of the  
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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, November 18, 2015 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 18, 2015 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 30, 2015 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, 2015 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of October and November, 2015 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
  - a. Approve logo change *ACTION REQUESTED*
  - b. Approve purchase of new delivery van (enclosures #10, #11, #12, #13 and #14) *ACTION REQUESTED*
  - c. Adopt amended Line Item and Program Budget for 2016 (enclosure #15) *ACTION REQUESTED*
10. New business
  - a. Update of Board member appointments and reappointments for 2016-2018 (enclosure #16)
  - b. Designate Banking Institutions for 2016 *ACTION REQUESTED*
  - c. Appoint Board Officer Nominating Committee to nominate officers for 2016
  - d. Approve 2016 Resource Library Agreement (enclosure #17) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Cross County library payments (enclosure #18)
13. Select dates for 2016 meetings and confirm date (January 27) and set place for next meeting (enclosure #19) *ACTION REQUESTED*
14. Motion to adjourn

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

**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 28, 2015 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 28, 2015 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 19, 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. November and December 2014 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2014 and January 2015 bills (enclosures #4 and #5)  
*ACTION REQUESTED*
  - c. LARS financial report through December 2014 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Election of Officers for 2015 *ACTION REQUESTED*
  - b. Authorize President to sign the Annual Report *ACTION REQUESTED*
  - c. Approve Library Technology and Resource Sharing Plan 2015-2019 (enclosure #10) *ACTION REQUESTED*
  - d. Approve revised ESLS / MCLS Wide Area Network and Internet Service Agreement (enclosure #11)  
*ACTION REQUESTED*
  - e. Approve 2015 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
  - f. Discussion of Calumet County/OWLS/MCLS meeting on January 5, 2015 (enclosure #13)
11. Trustee education – Wisconsin's Budget Process (enclosure #14)
12. Confirm date and set place for March 25<sup>th</sup> meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](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 28, 2015  
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 28, 2015, 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, Darcie Schwalenberg-Kesler, Peggy Turnbull, Robert Vollendorf

**Members Absent:**

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

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Mueller welcomed new Board member Darcie Schwalenberg-Kesler and led the introductions.

**Minutes:** A motion was made by Vollendorf and seconded by Grinde to accept the minutes of the November 19, 2014, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Mueller received a letter from Wisconsin DPI in late November 2014, approving our system plan and state aid for 2015. Petersen received official notification letters from the Manitowoc County Clerk appointing Carol Gruetzmacher, and reappointing Julie Grinde and Natalie Long, to the MCLS Board of Trustees. Petersen circulated various news articles and correspondence.

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

A motion was made by Grinde and seconded by Kjelstrup to approve the December 2014 and January 2015 payment of bills. Motion carried.

A motion was made by Nessman and seconded by Gruetzmacher to approve the LARS financial report through December 2014. Motion carried.

Petersen gave an overview of the Reach Out & Read program. A motion was made by Muellenbach and seconded by Gillis to approve the Reach Out & Read report (Enclosure #7). Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen will collect feedback from those who tuned into the Wild Wisconsin Winter Web Conference, and can share this information with anyone interested in watching the archived webinars.



Natalie Long stated that Silver Lake College (SLC) will be hosting a Reach Out & Read presentation by Dr. Dipesh Navsaria on Tuesday, May 26, 2015. The afternoon session will be held at the Generose Enrichment Center and the evening session at the Ariens Atrium.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. The old catalog, eLibrary, will be eliminated as of April 1, 2015. It was decided at a LARS meeting to keep only Enterprise (the newer catalog) which is currently in use and includes Overdrive records. Verhelst also stated that ESLS is in negotiations with Heartland, and may contract with them during their transition period.

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

#### **Unfinished Business:**

#### **New Business:**

**Election of Officers for 2015:** The Nominating Committee (Heus and Nessman) nominated the following officers for 2015:

Ray Mueller – President  
Mary Muellenbach – Vice President

Cheryl Kjelstrup - Treasurer  
Natalie Long - Secretary

Nessman moved to cast a unanimous ballot for the 2015 slate of officers presented by the Nominating Committee. Seconded by Grinde. Motion carried.

**Authorize President to sign the Annual Report:** A motion to authorize the President to sign the Annual Report was made by Dietrich and seconded by Kjelstrup. Motion carried.

**Approve Library Technology and Resource Sharing Plan 2015 - 2019:** Petersen and Verhelst met with each library director to talk about technology needs. New parts of the plan include the Summary of Goals, Goals and Activities, and the Technology and Resource Sharing Budget. This is a five-year plan, but we will be revising it each year. The plan will be submitted online via Google Docs. A motion to approve the Library Technology and Resource Sharing Plan 2015 – 2019 was made by Gruetzmacher and seconded by Heus. Motion carried.

**Approve Revised ESLS/MCLS Wide Area Network and Internet Service Agreement:** ESLS will maintain the services of the contract throughout their time of transition. A motion was made by Kjelstrup and seconded by Dietrich to approve the revised ESLS/MCLS Wide Area Network and Internet Service agreement with the points discussed taken care of, including changes to Item #4 and a grammar check of the document. Motion carried.

**Approve 2015 Resource Library Agreement:** The access to the Manitowoc Public Library collection has not changed due to being closed on Thursdays. A motion to approve the 2015 Resource Library Agreement was made by Vollendorf and seconded by Turnbull. Motion carried.

**Discussion of Calumet County/OWLS/MCLS meeting on January 5:** Enclosure #13 (a document from 2013 showing services that OWLS offers) served as the basis for discussion. It was the consensus of the Board to form a subcommittee to address opportunities for improvement of services, in an effort to move forward and look at possible changes MCLS could make. Member library directors should give information to Becky stating any concerns or suggestions they have concerning the resource library as well as MCLS. This will be placed on the agenda for the March MCLS Board meeting.

**Trustee Education:** Enclosure #14 in the Board packets outlined the Wisconsin budget process. This information and more related resources can be found at WLA's website. An updated list of Wisconsin legislators was distributed in trustee folders.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, March 25, 2015, at 6:30 p.m., at the New Holstein Public Library.

**Adjourn:** A motion to adjourn was made at 7:53 p.m. by Dietrich and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

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**MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD MEETING**

**Wednesday, March 25, 2015 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 28, 2015 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 2015 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of February and March 2015 bills (enclosures #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through February 28, 2015 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New Business
  - a. Review draft of 2014 audit financial statements by Schenck (enclosure # 10) *ACTION REQUESTED*
  - b. Form subcommittee to identify opportunities for improvement of system services *ACTION REQUESTED*
  - c. Adopt Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems (enclosure #11) *ACTION REQUESTED*
  - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education- Discussion of the JFC Budget Committee Hearing in Brillion on March 18, 2015
12. Confirm date and set place for May 27<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 25, 2015  
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 25, 2015, 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, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Natalie Long

**Others Present:** Julia Davis, Grace Flora, Connie Griseto, Bryan Grunewald (until 7:05 p.m.), Chris Moede, Rebecca Petersen, Margie Verhelst, Barb Weber

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A motion was made by Muellenbach and seconded by Kjelstrup 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 Turnbull and seconded by Nessman to accept the minutes of the January 28, 2015, MCLS Board meeting. Motion carried.

**Public Comment:** Grace Flora, New Holstein Public Library Board President, was present at the meeting.

**Communications:** This will be Rachel Gillis' last meeting on the MCLS Board, as she will be resigning due to moving to Green Bay. Mueller thanked her for her service.

Petersen circulated two newspaper articles.

**Financial Business:** A motion was made by Kjelstrup and seconded by Vollendorf to approve the January and February 2015 financial reports. Motion carried.

A motion was made by Vollendorf and seconded by Kjelstrup to approve the February and March 2015 payment of bills. Motion carried.

A motion was made by Gillis and seconded by Nessman to approve the LARS financial report through February 28, 2015. Motion carried.

A motion was made by Muellenbach and seconded by Gruetzmacher to approve the January and February 2015 Reach Out & Read report. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen announced that the United Way of Manitowoc County has awarded another \$10,000 grant to the Reach Out & Read program. Also, the Manitowoc County Board of Realtors has made a

donation to Reach Out & Read. The application for the Bellin Clinic of Brillion is on hold while Reach Out & Read of Wisconsin works on addressing their staffing needs.

Valders High School is refurbishing and painting a book drop which will be placed at the Piggly Wiggly in Valders. We are currently pursuing a location in the Hilbert area for placement of the second book drop. Both book drops were donated to MCLS by Chilton Public Library.

We are looking into replacing the van, while our current one still has some trade-in value. Petersen will obtain at least three quotes and is also checking with the statewide purchasing network. A sprinter van was suggested at the meeting as one option to look into. Another suggestion was to possibly look at redesigning the MCLS logo (prior to having it placed on the new van).

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst stated that while all of the libraries were upgraded to 10mb bandwidth last year, some were still experiencing slow speeds. ESLS recently corrected some equipment issues which has resolved this.

**Member Library Directors' Reports:** Reports were presented by Barb Weber, Chris Moede, Julia Davis, and Ray Mueller (for Steve Thiry).

#### **Unfinished Business:**

#### **New Business:**

**Review 2014 audit financial statements by Schenck:** Board members received copies of the 2014 Annual Financial Report and Management Communications in their Board packets. Bryan Grunewald of Schenck presented the report to the Board and answered questions. A motion to accept the 2014 audit report was made by Kjelstrup and seconded by Grinde. Motion carried.

**Form subcommittee to identify opportunities for improvement of system services:** The subcommittee could include a combination of MCLS trustees and library directors/employees. Grinde, Gruetzmacher and Nessman volunteered to form the subcommittee. Library directors should let the Committee and/or Becky know if they have suggestions for improvements or if something is not resolved to their satisfaction. A motion to form a subcommittee to identify opportunities for improvement of system services was made by Muellenbach and seconded by Nessman. Motion carried.

**Adopt Record Retention Schedule:** We have been following the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems, adopted by the Wisconsin Public Records Board on February 27, 2006, but it has not been formally adopted by MCLS. A motion to adopt the Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems was made by Vollendorf and seconded by Turnbull. Motion carried. It was the consensus of the Board to have Petersen obtain advice from legal counsel to make sure we can destroy certain records. It was suggested to check with Calumet or Manitowoc County Corporation Counsel, or the attorney we have used in the past.

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

Calumet County meeting: Wednesday, May 13, 5:00 p.m., at Chilton Public Library  
Manitowoc County meeting: Thursday, May 14<sup>th</sup>, 5:00 p.m., at Manitowoc Public Library

**Trustee Education:** Discussion was held concerning the Joint Finance Committee hearing which was held in Brillion on March 18, 2015. Several Board members attended, as well as Petersen. It was noted that budget concerns can still be submitted online at [legis.wisconsin.gov](http://legis.wisconsin.gov).

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, May 27, 2015, at 6:30 p.m., at the Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 8:04 p.m. by Gruetzmacher and seconded by Turnbull. 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 27, 2015 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 27, 2015 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 25, 2015 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, 2015 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of April and May, 2015 bills (enclosure #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through April 2015 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
  - a. Update from the System Services Improvement Committee
  - b. Adopt a resolution designating a legal custodian of MCLS records (enclosure #10)  
*ACTION REQUESTED*
10. New business
  - a. Annual County meetings report
11. Trustee Education
12. Confirm date July 29, 2015, and set place for meeting
13. Motion to adjourn

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

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
May 27, 2015  
Kiel Public Library**

*The regular meeting of the Manitowoc-Calumet Library System Board opened at the Kiel Public Library on Wednesday, May 27, 2015, at 6:34 p.m. President of the Board Ray Mueller and Director Rebecca Petersen declared the absence of a quorum, noting that no motions or voting will occur until a quorum is recognized. Agenda items not requiring action were discussed.*

**Members Present:** Ron Dietrich, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Ray Mueller, Darcie Schwalenberg-Kesler, Robert Vollendorf

**Members Absent:** Rani Beckner, Julie Grinde, Natalie Long, Mary Muellenbach, Cheryl Nessman, Peggy Turnbull

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

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**Minutes:** Approval of the minutes of the March 25, 2015, Board meeting will be brought forward to the agenda of the July 29, 2015, Board meeting.

**Public Comment:** None

**Communications:** None

**Financial Business:** Approval of the March and April 2015 financial reports will be brought forward to the agenda of the July 29, 2015, Board meeting.

Approval of the April and May 2015 payment of bills will be brought forward to the agenda of the July 29, 2015, Board meeting.

Approval of the LARS financial report through April 2015, will be brought forward to the agenda of the July 29, 2015, Board meeting.

Approval of the Reach Out and Read report will be brought forward to the agenda of the July 29, 2015, Board meeting.

**System Director's Report:** A written report was included in the Board packets. Petersen updated the Board on the *Books Build Better Brains* presentation by Dr. Dipesh Navsaria, which was held on May 26, and supplied various handouts, which were available at the event. Summer Library Program information from the six member libraries was also distributed.

Petersen stated that DPI is looking at creating standards for systems – to provide benchmarks for what systems should be providing. Falling short of the benchmarks may prompt systems to merge or share services.



MCLS' first READ poster was presented. We plan to create more posters in the future, and will be contacting various government officials or others within the two counties.

Mueller circulated a newspaper article about the Community Garden in Manitowoc. He also stated that if any more trustees would like business cards, they should contact the MCLS office.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst added that although the state had already increased bandwidth at the libraries from 3 MB to 10 MB, BadgerNet is hoping to go beyond that and at a better price. The RFP (request for proposal) is due by July 15 and a vendor should be chosen by the end of this year. It should come out as a positive for us.

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

#### **Unfinished Business:**

**Update from the System Services Improvement Committee:** Gruetzmacher informed the Board that the Committee met with several directors, and will be meeting again to decide how to proceed. Information will be brought to the July 29, 2015, Board meeting.

**Adopt a resolution designating a legal custodian of MCLS records:** This item will be brought forward to the agenda of the July 29, 2015, Board meeting.

#### **New Business:**

**Annual County meetings report:** Petersen stated that the county meetings went well. Information just received from DPI, after they reviewed member library annual reports, indicates there may be a very small revision to several libraries' numbers which will affect the county reimbursements very slightly. Petersen submits the requests to the county by July 1.

**Trustee Education:** Dietrich gave an overview of the WAPL (Wisconsin Association of Public Libraries) conference he attended in Wisconsin Rapids.

Discussion was held concerning the MCLS bylaws and a possible amendment to the minimum number of Trustees required for a quorum. This topic will be brought forward to the agenda of the July 29, 2015, Board meeting.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, July 29, 2015, at 6:30 p.m., at the Lester Public Library.

**Adjourn:** The meeting adjourned at 7:22 p.m.

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 29, 2015 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 29, 2015 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 March 25, 2015 and May 27, 2015 Board meetings (enclosures #1 and #2) *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. March, April, May and June, 2015 financial reports (enclosures #3, #4, #5 and #6) *ACTION REQUESTED*
  - b. Payment of April, May, June and July, 2015 bills (enclosures #7, #8, #9 and #10) *ACTION REQUESTED*
  - c. LARS financial report through June 2015 (enclosure #11) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #12) *ACTION REQUESTED*
6. System Director's report (enclosure #13)
7. System IT/ILS Specialist's report (enclosure #14)
8. Reports from directors of member libraries
9. Unfinished business
  - a. System Services Improvement Committee's Study Recommendations (enclosure #15) *ACTION REQUESTED*
  - b. Adopt a resolution designating a legal custodian of MCLS records (enclosure #16) *ACTION REQUESTED*
10. New business
  - a. Proposed Amendment to the Constitution and Bylaws located in Article V, Section 5: Quorum (enclosure #17) *ACTION REQUESTED*
  - b. 2016 LSTA Grant Applications (enclosure #18) *ACTION REQUESTED*
  - c. Schedule Finance Committee Meeting to review 2016 Budget Proposal and 2015 Budget Revision *ACTION REQUESTED*
  - d. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
  - e. Approve revision to page 4 of the System Annual Report(enclosure #19) *ACTION REQUESTED*
11. Trustee Education – WiscNet's CANs (Community Area Network) Project (enclosure #20)
12. Confirm date September 30, 2015 and set place for meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](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 29, 2015  
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 29, 2015, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner (6:33 p.m.), Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Natalie Long, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

**Members Absent:** Robert Vollendorf

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

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A motion was made by Dietrich and seconded by Grinde to amend the agenda to switch Item #5 Financial Business with Item #8 Reports from Directors. Motion carried.

Mueller welcomed new Board member Jeremy Sehloff and led the introductions.

**Minutes:** A motion was made by Grinde and seconded by Turnbull to accept the minutes of the March 25, 2015, and May 27, 2015, MCLS Board meetings. Motion carried.

**Public Comment:** None

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

**Financial Business:** A motion was made by Kjelstrup and seconded by Grinde to approve the March, April, May and June 2015 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the April, May, June and July 2015 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Nessman to approve the LARS financial report through June 2015. Motion carried.

A motion was made by Grinde and seconded by Kjelstrup to approve the 2015 Reach Out & Read report through June 2015. Motion carried.

**System Director's Report:** A written report was included in the Board packets. The purchase of a new van is on hold because of other budgetary considerations that have come up. We are also still in the process of considering a new logo.

MCLS has been notified of a significant price increase for our network services provided by ESLS (Eastern Shores Library System), effective January 2016. We have begun to investigate

other options including establishing our own WAN (wide area network) or a CAN (community area network) partnership. More information and numbers will be brought to the Finance Committee meeting on August 26, 2015. The Finance Committee will review all information and make a recommendation at the September 30, 2015, MCLS Board of Trustees meeting.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Inventory at member libraries is approximately 80% finished. The Sirsi Symphony software upgrade is scheduled for off-hours on Sunday, August 16. Verhelst attended a Digitization and Metadata workshop at WiLSWorld in July, which was very informative.

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

#### **Unfinished Business:**

**System Services Improvement Committee Study Recommendations:** The Committee, consisting of Grinde, Gruetzmacher, and Nessman, met in person or corresponded with member library directors, and compiled the Issues and Needs Report included in Board packets. They then met with Petersen and Verhelst to address the recommendations, and included their responses in the report. A motion was made by Muellenbach and seconded by Long to accept the System Services Improvement Committee Study Recommendations (Enclosure #15). The motion was amended by Muellenbach and seconded by Long to request continuity of this Committee -- to periodically follow up with the directors. Motion carried.

**Adopt a Resolution Designating a Legal Custodian of MCLS Records:** A motion was made by Kjelstrup and seconded by Turnbull to designate the MCLS Director as the legal custodian of MCLS records. Motion carried. It was the consensus of the Board that it is not necessary to retain the director evaluation surveys, as the information contained in the surveys goes into the MCLS director's evaluation, created by the Personnel Committee.

#### **New Business:**

**Proposed Amendment to the Constitution and Bylaws – Article V, Section 5: Quorum:** A motion was made by Kjelstrup and seconded by Grinde to amend the bylaws to state that a majority of the currently appointed system Board members shall constitute a quorum for all Board meetings. The motion was amended by Kjelstrup and seconded by Grinde to also state that for committee meetings, two of the three appointed members shall constitute a quorum. Motion carried.

**2016 LSTA Grant Applications:** The two competitive grants proposed for 2016 are *Accessibility Projects* – to provide hearing loops for meeting rooms at the libraries, and *Literacy Projects* – which would consist of a planning grant to assess the Hispanic population's literacy needs in our area. A motion was made by Kjelstrup and seconded by Heus to proceed with the 2016 LSTA grant applications presented in Enclosure #18. Motion carried.

**Schedule Finance Committee Meeting to Review 2016 Budget Proposal and 2015 Budget Revision, and Schedule Personnel Committee Meeting for Director's Annual Review:** A motion was made by Muellenbach and seconded by Turnbull to schedule the Finance Committee meeting at 4:00 p.m., and the Personnel Committee meeting at 5:00 p.m., on Wednesday, August 26, 2015, at Brillion Public Library. Motion carried. The Finance Committee members are Kjelstrup, Mueller, and Schwalenberg-Kesler. The Personnel Committee members are Kjelstrup, Mueller, and Turnbull.

**Approve Revision to page 4 of the System Annual Report:** A portion of the LSTA amount reported should have been shown as pass-through monies to member libraries. A motion was made by Nessman and seconded by Gruetzmacher to approve the revision to page 4, Section VI on the annual report, as shown on Enclosure #19. Motion carried.

**Trustee Education:** Board members and directors discussed Enclosure #20, the Wiscnet Community Area Networks (CANS). Also, Trustee Training Week brochures were provided to the trustees.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, September 30 2015, at 6:30 p.m., at the Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 8:00 p.m. by Turnbull 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 30, 2015 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 30, 2015 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 29, 2015 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, 2015 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2015 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2015 LARS financial report (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Personnel Committee report (enclosure #10) *ACTION REQUESTED*
  - b. Adopt revised job description for the MCLS Director (enclosure #11) *ACTION REQUESTED*
  - c. Finance Committee report (enclosure #12) *ACTION REQUESTED*
  - d. Adopt Line Item and Program Budgets (enclosures #13 and #14) *ACTION REQUESTED*
  - e. Adopt System Plan (enclosure #15) *ACTION REQUESTED*
  - f. Approve logo change *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – 2015 WLA Conference (enclosure #16)
13. Confirm and set place for November 18, 2015 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](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 30, 2015  
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 30, 2015, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Natalie Long, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Schloff, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Rani Beckner

**Others Present:** Julia Davis, Connie Griseto, Rebecca Petersen, Steve Thiry, Margie Verhelst (6:34 p.m.)

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**Minutes:** A motion was made by Kjelstrup and seconded by Grinde to accept the minutes of the July 29, 2015, MCLS Board meeting, with a correction to pluralize the word 'meeting' under Minutes. Motion carried.

**Public Comment:** None

**Communications:** Kjelstrup circulated an article from the Milwaukee Journal Sentinel – *Why We Love Our Public Library*. Petersen added that the author of the article, Wayne Wiegand, will be speaking at Manitowoc Public Library at 4:00 p.m. on October 26, as well as at WLA in November. Petersen also circulated a thank-you note that MCLS received from one of this year's Battle of the Books participants.

**Financial Business:** A motion was made by Grinde and seconded by Vollendorf to approve the July and August 2015 financial reports. Motion carried.

A motion was made by Turnbull and seconded by Gruetzmacher to approve the August and September 2015 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Vollendorf to approve the LARS financial report through August 2015. Motion carried.

A motion was made by Nessman and seconded by Grinde to approve the 2015 Reach Out & Read report through August 2015. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen circulated a thank you card for Board members to sign, which we will be sending to Valders Auto Body. They did an excellent job of refinishing a used book drop for MCLS, and did not charge us for this service. This is the book drop that we will have labeled and placed in the Hilbert area.

Petersen can provide a link to the Trustee Training Webinar held in August, for anyone who is

interested and didn't have a chance to listen in. It was noted that the last session was especially geared toward system trustees.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. The Sirsi upgrade went smoothly, with only a few minor issues. The anti-virus and public protection software was updated over Labor Day weekend, and we ran into a few glitches which we are working with member libraries to fix.

**Member Library Directors' Reports:** Reports were presented by Steve Thiry, Julia Davis, Ron Dietrich for Barb Weber, and Rebecca Petersen for Jeff Dawson, Chris Moede and Cherylyn Stewart.

**Unfinished Business:** None

**New Business:**

**Personnel Committee Report:** The Director Evaluation report was included in the Board packets. Kjelstrup stated that the survey responses were very positive, with a few suggestions for improvement. The Personnel Committee received a lot of positive input, with most participating.

**Adopt Revised Job Description for the MCLS Director:** Minor revisions were made to the Director's job description: 1) Under General Description – changed formatting from paragraph style to bullet points. 2) Under Working Conditions - removed references to dusting, vacuuming and snow shoveling and replaced with "Ensure maintenance of the work environment". A motion to accept the revised job description for the MCLS Director, using the word "Ensure" instead of "Insure" under Working Conditions was made by Kjelstrup and seconded by Vollendorf. Motion carried.

**Finance Committee Report:** A network cost comparison was included in the Board packets. The four options presented included Heartland, Eastern Shores Library System (ESLS), Manitowoc Public Utilities (MPU), and cable. LSTA funds were factored in to the total estimated annual costs. The cable option is significantly less expensive, and libraries would have the choice of 60 or 100 Mbps of bandwidth. Kjelstrup moved that we go with the cable option for internet service, seconded by Long. Motion carried.

**Adopt Line Item and Program Budgets:** Petersen explained the difference between the line item and program budgets. She stated that the Contracted Services – Internet line item of the 2016 proposed budget currently reflects what we anticipated to spend if we went with one of the more expensive options for internet service. She also noted that \$30,000 is set aside for van replacement and we expect to have quotes for a new van to bring to the November Board meeting. A motion to approve the 2015 Amended and 2016 Proposed Line Item and Program Budgets, as presented in Enclosures #13 and 14, was made by Kjelstrup and seconded by Turnbull. Motion carried.

**Adopt System Plan:** Spelling errors will be corrected and ILS support and delivery service will be added under the Staffing heading on page 2. A motion to accept the 2016 MCLS System Plan, as amended, was made by Kjelstrup and seconded by Nessman. Motion carried.

**Approve Logo Change:** One of the three new logo options presented was selected as a possible option to go forward with. Discussion ensued regarding suggestions for revisions to this logo. It was noted that we would need several versions – one which would include the library names. MCLS staff will obtain the cost from Mr. Otek for having a new logo placed on the new delivery van vs. the cost of using the existing logo (which Mr. Otek already has on file). We will also check pricing on a magnetic sign. Existing letterhead and envelopes can



be used up before ordering any with a new logo. The modified logo will be brought to the November Board meeting for further approval. A motion was made by Muellenbach and seconded by Gruetzmacher that costs for the new logo design are not to exceed \$500, and MCLS must be able to obtain ownership of the new logo so that we are able to tweak it in the future if necessary. Motion carried.

**Trustee & Member Library Directors Questions and Concerns:** Mueller explained that this new item will be placed on future agendas to give directors and trustees the chance to bring up topics that are not otherwise on the agenda or that they have concerns with. If an issue cannot be addressed right away, the answer can be brought to the following Board meeting.

**Trustee Education:** A registration form for the Wisconsin Library Association (WLA) 2015 Annual Conference, in early November, was included in each Board packet. Petersen stated that MCLS can pay membership fees and possibly negotiate other costs for those who would like to attend. Carpooling could also be coordinated.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, November 18, 2015, at 6:30 p.m., at the Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 7:35 p.m. by Kjelstrup and seconded by Turnbull. 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 18, 2015 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 18, 2015 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 30, 2015 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, 2015 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of October and November, 2015 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
  - a. Approve logo change *ACTION REQUESTED*
  - b. Approve purchase of new delivery van (enclosures #10, #11, #12, #13 and #14) *ACTION REQUESTED*
  - c. Adopt amended Line Item and Program Budget for 2016 (enclosure #15) *ACTION REQUESTED*
10. New business
  - a. Update of Board member appointments and reappointments for 2016-2018 (enclosure #16)
  - b. Designate Banking Institutions for 2016 *ACTION REQUESTED*
  - c. Appoint Board Officer Nominating Committee to nominate officers for 2016
  - d. Approve 2016 Resource Library Agreement (enclosure #17) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Cross County library payments (enclosure #18)
13. Select dates for 2016 meetings and confirm date (January 27) and set place for next meeting (enclosure #19) *ACTION REQUESTED*
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 686-3051 or [rpetersen@mcls.lib.wi.us](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 18, 2015  
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 18, 2015, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Cheryl Kjelstrup, Natalie Long, Mary Muellenbach, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Rani Beckner, Debra Heus, Cheryl Nessman, Jeremy Sehloff

**Others Present:** Connie Griseto, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Margie Verhelst, Barb Weber (6:33 p.m.)

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**Minutes:** A motion was made by Long and seconded by Vollendorf to accept the minutes of the September 30, 2015, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Petersen announced the upcoming retirement of New Holstein Public Library Director Barb Weber. Trustees and colleagues congratulated her and wished her well.

**Financial Business:** A motion was made by Kjelstrup and seconded by Turnbull to approve the September and October 2015 financial reports. Motion carried.

A motion was made by Vollendorf and seconded by Kjelstrup to approve the October and November 2015 payment of bills. Motion carried. Petersen noted that our insurance agent was able to save us approximately \$400/year by switching to a new insurance carrier for employment practices liability insurance.

A motion was made by Grinde and seconded by Gruetzmacher to approve the LARS financial report through October 2015. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the 2015 Reach Out & Read (R.O.R.) report through October 2015. Motion carried. Petersen stated that the only grant for R.O.R. that we received in 2015 was from United Way.

**System Director's Report:** A written report was included in the Board packets. Petersen informed the Board that the LSTA Technology Project Grant will be rewritten to apply the funds toward the MCLS integrated library system (ILS) – instead of TEACH (Technology for Educational Achievement) data lines. This is due to the transition to cable for internet, and LSTA CIPA (Children's Internet Projection Act) requirements.

The amended 2016 proposed budget also reflects \$2,000 for contract work to clean up our catalog. This was requested by member library directors and will make finding materials by the public a lot easier – especially items which are part of a series.

For the 2016 United Way Reach Out & Read grant, we are asking for \$5,000 for books and \$5,000 for educational events/activities and a billboard campaign to show the importance of reading to children starting at birth.

**System IT/ILS Specialist's Report:** A written report was included in the Board packets. Verhelst added that Deep Freeze and anti-virus installation is complete at four libraries. Lester and Manitowoc are scheduled soon. Comcast was in Manitowoc today and is partially finished, with the remaining libraries to be completed by year-end.

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

#### **Unfinished Business:**

**Approve Logo Change:** We did not receive the requested revisions to the logo which was considered at the previous Board meeting. It was also noted that we still have letterhead and envelopes to use with our current logo, and our logo is on our website and on library cards. A motion was made by Muellenbach and seconded by Kjelstrup to stay with our current logo, with the option to revisit a new logo in the future. Motion carried.

**Approve Purchase of New Delivery Van:** Quotes were provided in the Board packets. Petersen, along with an MCLS driver, were able to visit the Ewald dealership who handles the state contracts, and view all of the van options in person. They preferred the Chevrolet Cargo Van, which is similar to our current van. A motion was made by Kjelstrup and seconded by Vollendorf to approve purchase of the new MCLS delivery van as shown on Enclosure #12 (2016 Chevrolet Express Cargo Van 2500). Motion carried.

**Adopt Amended Line Item and Program Budget for 2016:** Petersen explained that the amended budget reflects a much lower amount for *contracted services – internet* due to the transition to cable. The *salaries* and *benefits* lines reflect a 3% increase for the staff, as recommended by the Personnel Committee. There also is an extra \$2,000 under *contracted services – other* for the cataloging cleanup project. A motion was made by Muellenbach and seconded by Kjelstrup to adopt the amended 2016 Line Item and Program Budgets. Motion carried.

#### **New Business:**

**Update of Board Member Appointments and Reappointments for 2016-2018:** The following three Board members had terms expiring at the end of 2015: Mueller, Nessman and Vollendorf. All three will remain on the Board for another term.

**Designate Banking Institutions for 2016:** A motion was made by Vollendorf and seconded by Muellenbach 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 2016:** The Board Officer Nominating Committee will be comprised of Dietrich, Grinde and Turnbull. They will bring the information to the January 2016 meeting.

**Approve 2016 Resource Library Agreement:** Petersen stated that the Resource Library Agreement is the same as last year's, except that Learning Express was removed. A motion was made by Muellenbach and seconded by Turnbull to approve the 2016 Resource Library Agreement. Motion carried.

**Trustee & Member Library Directors Questions and Concerns:** It was noted that the Wayne Wiegand presentation at MPL was very good, with a higher turnout than anticipated.

**Trustee Education:** A *save the date* flyer for the February 9, 2016, Library Legislative Day was included in the Board folders, as well as an announcement of the new director who will be starting in New Holstein this December. Petersen reviewed Enclosure #18 – Summary of Recent Library Legislation, and explained the history of county reimbursements for library service provided to non-librarians residents.

**Select Dates for 2016 Meetings and Confirm Date and Set Place for Next Meeting:** Kjelstrup moved that we accept the dates for the 2016 Board meetings as presented in Enclosure #19. Seconded by Long. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 27, 2016, at Manitowoc Public Library.

**Adjourn:** A motion to adjourn was made at 7:36 p.m. by Vollendorf and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto