

**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 27, 2016 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 27, 2016 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 18, 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. November and December 2015 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of November 19, 2015, December 2015 and January 2016 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
 - c. LARS financial report through December 2015 (enclosure #7) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure #9)
7. System IT/ILS Specialist's report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Election of Officers for 2016 *ACTION REQUESTED*
 - b. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - c. Approval for system to participate in the Inmate Library project *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee education - CPL & NHPL Director updates
13. Confirm date and set place for March 30th meeting
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
MANITOWOC-CALUMET LIBRARY SYSTEM
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Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, March 30, 2016 at 6:30 o'clock p.m. The meeting will be held at New Holstein Public Library, New Holstein, WI 53061. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 30, 2016 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 November 18, 2015 and January 27, 2016 Board meetings (enclosures #1 and #2) *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. November and December 2015 and January and February 2016 financial reports (enclosures #3, #4, #5 and #6) *ACTION REQUESTED*
 - b. Payment of November 19, 2015, December 2015, and January, February, and March 2016 bills (enclosures #7, #8, #9, #10 and #11) *ACTION REQUESTED*
 - c. LARS financial report through February 2016 (enclosure #12) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #13) *ACTION REQUESTED*
6. System Director's report (enclosure #14)
7. System IT/ILS Specialist's report (enclosure #15)
8. Reports from directors of member libraries
9. Unfinished business
10. New Business
 - a. Review of 2015 audit financial statements by Schenck (enclosure # 16) *ACTION REQUESTED*
 - b. Election of Officers for 2016 *ACTION REQUIRED*
 - c. Approve 2015 Annual Report (enclosure #17) *ACTION REQUIRED*
 - d. Approval for system to participate in the Inmate Library Program *ACTION REQUESTED*
 - e. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education
13. Confirm date and set place for May 25th meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 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
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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 25, 2016 at 6:30 o'clock p.m. The meeting will be held at the Kiel Public Library, Kiel, WI 53042. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, May 25, 2016 at 6:30 p.m.**

Kiel Public Library
511 Third Street
Kiel, WI 53042

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 30, 2016 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, 2016 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of April and May, 2016 bills (enclosure #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through April 2016 (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
10. New business
 - a. Annual County meetings report
 - b. Personnel Committee report
 - c. Letter from Nicolet Library System Director seeking interest in merger discussions (enclosure #10)
ACTION REQUESTED
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education - Copyright Infringement via Wi-Fi provided by the member libraries (enclosure #11)
13. Confirm date July 27, 2016 and set place for meeting
14. 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 920-686-3051 (telephone), at least 48 hours in advance.

**Public Notice of the Meeting of the
MANITOWOC-CALUMET LIBRARY SYSTEM
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Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, July 27, 2016 at 6:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, WI 54241. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, July 27, 2016 at 6:30 p.m.**

Lester Public Library
1001 Adams Street
Two Rivers, WI 54241

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 25, 2016 Board meetings (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, 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of May 24, 2016, June and July, 2016 bills (enclosures #4, #5, and #6) *ACTION REQUESTED*
 - c. LARS financial report through June 2016 (enclosure #7) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure #9)
7. System IT/ILS Specialist's report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Update from the System Services Improvement Subcommittee
 - b. Approve funds for possible reporting requests *ACTION REQUESTED*
 - c. Approve MCLS funds for creation of patron "how-to" videos *ACTION REQUESTED*
 - d. Approve purchase or lease of a new copier for MCLS office *ACTION REQUESTED*
 - e. Schedule Finance Committee Meeting to review 2017 Budget Proposal and 2016 Budget Revision *ACTION REQUESTED*
 - f. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
 - g. Public Library System Redesign Project's request for mileage reimbursement (enclosure #11) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Trustee Training Week
13. Confirm date September 28, 2016 and set place for meeting
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
MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD OF TRUSTEES MEETING**

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, September 28, 2016 at 6:30 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, September 28, 2016 at 6:30 p.m.**

Chilton Public Library
221 Park Street
Chilton, WI 53014

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 27, 2016 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, 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2016 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2016 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
8. Reports from directors of member libraries
9. Unfinished business
 - a. Approve MCLS funds for creation of patron "how-to" videos *ACTION REQUESTED*
10. New business
 - a. Personnel Committee report (enclosures #9 and #10) *ACTION REQUESTED*
 - b. Adopt Line Item and Program Budgets (enclosures #11 and #12) *ACTION REQUESTED*
 - c. Adopt System Plan (enclosure #13) *ACTION REQUESTED*
 - d. Approve 2017 Resource Library Agreement (enclosure #14)
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – 2016 WLA Conference (enclosure #15)
13. Confirm and set place for November 30, 2016 meeting
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
MANITOWOC-CALUMET LIBRARY SYSTEM
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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, November 30, 2016 at 6:30 p.m.**

Brillion Public Library
326 North Main Street
Brillion, WI 54110

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 28, 2016 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, 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2016 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
10. New business
 - a. Update of Board member appointments and reappointments for 2017-2019 (enclosure #10)
 - b. Designate Banking Institutions for 2017 *ACTION REQUESTED*
 - c. Appoint Board Officer Nominating Committee to nominate officers for 2017
 - d. Approve MCLS funds for continuation of series cataloging project *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Trustee Essentials #8 and #9 (enclosures #11 and #12)
13. Select dates for 2017 meetings and confirm date (January 25) and set place for next meeting (enclosure #13) *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
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, January 27, 2016 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 27, 2016 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 18, 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. November and December 2015 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of November 19, 2015, December 2015 and January 2016 bills (enclosures #4, #5 and #6) *ACTION REQUESTED*
 - c. LARS financial report through December 2015 (enclosure #7) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure #9)
7. System IT/ILS Specialist's report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Election of Officers for 2016 *ACTION REQUESTED*
 - b. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - c. Approval for system to participate in the Inmate Library project *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee education - CPL & NHPL Director updates
13. Confirm date and set place for March 30th meeting
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.

Minutes of the Manitowoc-Calumet Library System Board of Trustees Meeting

**January 27, 2016
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board opened at the Manitowoc Public Library on Wednesday, January 27, 2016, at 6:35 p.m., by President of the Board, Ray Mueller. 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: Julie Grinde, Carol Gruetzmacher, Debra Heus, Ray Mueller, Cheryl Nessman, Jeremy Sehloff, Peggy Turnbull

Members Absent: Rani Beckner, Ron Dietrich, Cheryl Kjelstrup, Natalie Long, Mary Muellenbach, Darcie Schwalenberg-Kesler, Robert Vollendorf

Others Present: Rebecca Barry, Julia Davis, Connie Griseto, D Hankins, Chris Moede, Rebecca Petersen, Cherilyn Stewart, Margie Verhelst, Glenny Whitcomb

Minutes: Approval of the minutes of the November 18, 2015, Board meeting will be brought forward to the agenda of the March 30, 2016, Board meeting.

Public Comment: None

Communications: Petersen circulated a thank you card to the Board from Barb Weber.

Financial Business: Approval of the November and December 2015 financial reports will be brought forward to the agenda of the March 30, 2016, Board meeting.

Approval of the November 19, 2015, December 2015 and January 2016 payment of bills will be brought forward to the agenda of the March 30, 2016, Board meeting.

Approval of the LARS financial report through December 2015 will be brought forward to the agenda of the March 30, 2016, Board meeting.

Approval of the Reach Out and Read report will be brought forward to the agenda of the March 30, 2016, Board meeting.

System Director's Report: A written report was included in the Board packets. Petersen stated that the Inmate Library project has been underway in Sheboygan County, with Eastern Shores Library System handling the bookkeeping and book purchases -- similar to what MCLS is doing for the Reach Out and Read program. If we start the Inmate Library in Manitowoc County we would also be in touch with Calumet County to try to establish the program there.

Petersen also explained that during the transition from the BCN network lines to cable, we have incurred some bills from Heartland Business Systems, who initially helped us, as well as Camera Corner/Connecting Point who we are currently using for networking assistance. We purchased a block of service from Camera Corner/Connecting Point to keep the rates lower.

Mueller brought to the Board's attention that Petersen had emailed the trustees links to the Wild Wisconsin Webinar archives as well as the Library System Redesign Study.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst has been busy the past two months working on switching from the BCN network to cable. Kiel Public Library, the last to be switched, will be done Monday, February 1. She has also been busy installing Envisionware (computer management software for public PCs) at the libraries.

Member Library Directors' Reports: Reports were presented by Cherilyn Stewart, Julia Davis, Chris Moede, Rebecca Petersen for Jeff Dawson, D Hankins, Rebecca Barry and Glenny Whitcomb.

Unfinished Business: None

New Business:

Election of Officers for 2016: This item will be brought forward to the agenda of the March 30, 2016, Board meeting.

Authorize President to sign the Annual Report: This item will be brought forward to the agenda of the March 30, 2016, Board meeting. Since the report is due by February 29, 2016, Petersen will submit the report to DPI by the due date and the report will be included in the March 30, 2016, Board packets.

Approval for system to participate in the Inmate Library project: This item will be brought forward to the agenda of the March 30, 2016, Board meeting.

Trustee & Member Library Directors Questions and Concerns: Petersen explained that the libraries' annual reports show a drop in the number of active cardholders, since we previously included five years of data instead of three years. This was discussed with the directors at the last LARS/Directors meeting.

Mueller discussed the possibility of libraries partaking in career days/job fairs in the community.

Discussion was held concerning the methods the libraries use in collecting fines for overdue or lost materials.

The Personnel Committee will have a new evaluation form for the Director's evaluation later this year, with the intent to elicit different types of discussion than the form which has been used in previous years.

Mead Public Library is hosting the Sheboygan premiere of the film, "Cheeseheads: The Documentary," by filmmaker/producer John Mitchell, January 31, 2016, at the Weill Center in Sheboygan. There will be an after-party at the Mead Public Library following the movie.

Library Legislative Day is coming up on Tuesday, February 9, 2016.

Trustee Education: None

Confirm Date and Set Place for Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 30, 2016, at New Holstein Public Library.

Adjourn: The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Connie Griseto

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**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 30, 2016 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 November 18, 2015 and January 27, 2016 Board meetings (enclosures #1 and #2) *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. November and December 2015 and January and February 2016 financial reports (enclosures #3, #4, #5 and #6) *ACTION REQUESTED*
 - b. Payment of November 19, 2015, December 2015, and January, February, and March 2016 bills (enclosures #7, #8, #9, #10 and #11) *ACTION REQUESTED*
 - c. LARS financial report through February 2016 (enclosure #12) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #13) *ACTION REQUESTED*
6. System Director's report (enclosure #14)
7. System IT/ILS Specialist's report (enclosure #15)
8. Reports from directors of member libraries
9. Unfinished business
10. New Business
 - a. Review of 2015 audit financial statements by Schenck (enclosure # 16) *ACTION REQUESTED*
 - b. Election of Officers for 2016 *ACTION REQUIRED*
 - c. Approve 2015 Annual Report (enclosure #17) *ACTION REQUIRED*
 - d. Approval for system to participate in the Inmate Library Program *ACTION REQUESTED*
 - e. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education
13. Confirm date and set place for May 25th meeting
14. Motion to adjourn

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

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
March 30, 2016
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 30, 2016, 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, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Peggy Turnbull, Robert Vollendorf

Members Absent: Natalie Long, Darcie Schwalenberg-Kesler, Jeremy Sehloff

Others Present: Rebecca Barry, Jeff Dawson, Connie Griseto, Bryan Grunewald (until 6:50 p.m.), D Hankins, Chris Moede, Rebecca Petersen

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

Minutes: A motion was made by Grinde and seconded by Heus to accept the minutes of the November 18, 2015, and January 27, 2016, MCLS Board meetings. Motion carried.

Public Comment: None

Communications: Petersen circulated a flyer announcing the film "Cheeseheads: The Documentary" will be showing at the Capital Civic Center in Manitowoc on April 2.

Financial Business: A motion was made by Muellenbach and seconded by Turnbull to approve the November and December 2015, and January and February 2016, financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Gruetzmacher to approve the November 19, 2015, December 2015, and January, February and March 2016 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the LARS financial reports through December 2015 and February 2016. Motion carried.

A motion was made by Grinde and seconded by Beckner to approve the Reach Out & Read reports through December 2015 and February 2016. Motion carried.

System Director's Report: A written report was included in the Board packets. The Inmate Libraries have been started in both Manitowoc and Calumet Counties. Manitowoc Public Library donated books to the Manitowoc County Jail. Deb Heus received donated books from the Chilton, Kiel, and New Holstein public libraries for the Calumet County Jail. Heus gave an overview of how she has been handling the book collection process for Calumet County.

Petersen announced that we will be able to move forward with establishing Reach Out & Read (ROR) in Calumet County now that a new staff person has been trained at ROR headquarters. Petersen and Terry Ehle of Lester Public Library will be meeting with Brown County personnel to give an overview of the ROR program in Manitowoc County, since Brown County is interested in starting the program.

Nessman stated that the System Services Improvement Committee will be following up with the directors on a few items from the Committee's 2015 report. They should be able to do this via email.

Mueller stated that he sent an email to trustees regarding the quorum situation. Please notify Petersen in advance if unable to attend a Board meeting. Petersen will also do more reminding prior to each meeting.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Petersen noted that cable internet service has been working well for the libraries.

Member Library Directors' Reports: Reports were presented by D Hankins, Chris Moede, Jeff Dawson, and Rebecca Barry.

Unfinished Business:

New Business:

Review of 2015 Audit Financial Statements by Schenck: Board members received copies of the 2015 Annual Financial Report and Management Communications in their Board packets. Bryan Grunewald of Schenck presented the report to the Board and answered questions, including an explanation of the new GASB 68 pension reporting requirement. A motion to accept the 2015 audit report was made by Nessman and seconded by Turnbull. Motion carried.

Election of Officers for 2016: The Nominating Committee (Dietrich, Grinde and Turnbull) nominated the following officers for 2016:

Ray Mueller – President

Carol Gruetzmacher – Vice President

Cheryl Kjelstrup - Treasurer

Natalie Long - Secretary

Vollendorf moved to cast a unanimous ballot for the 2016 slate of officers presented by the Nominating Committee. Seconded by Muellenbach. Motion carried.

Approval of 2015 Annual Report: A motion was made by Dietrich and seconded by Turnbull to approve the 2015 annual report. The report has been sent to the DPI to meet the February 29, 2016, deadline. Motion carried.

Approval for system to participate in the Inmate Library Program: Petersen noted that Board approval would allow MCLS to hold money in an account specifically for the Inmate Library Project - similar to what we are doing for Reach Out & Read. Any funds collected would allow us to purchase books for the jails. Eastern Shores Library System already has a similar program in place. A motion to approve the system's participation in the Inmate Library Program was made by Kjelstrup and seconded by Gruetzmacher. Motion carried.

Set dates for Calumet and Manitowoc County Library Service Advisory Committee meetings: A motion was made by Muellenbach and seconded by Heus to schedule the following dates and times for the Library Service Advisory Committee meetings:

<u>Calumet County</u>	Wednesday, May 4, 2016 - 5:30 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Thursday, May 5, 2016 - 5:30 p.m. at Lester Public Library

Motion carried.

Trustee Education: Mueller suggested that libraries could have a presence at their local schools' job fairs or career days.

Petersen stated that the Directors of the Workforce Development Boards for the Fox Cities and Green Bay are planning a tour of the Manitowoc County Job Center, and member library staff will be invited. This would be an opportunity for them to show us the resources they have as well as learn more about what the libraries offer. This could possibly lead to partnering or sharing information for future endeavors.

The Personnel Committee (Kjelstrup, Mueller, and Turnbull) will meet on May 25, at 5:30 p.m., at Kiel Public Library, to work on the new format for this year's director evaluation form. The forms will be sent out in August or September.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, May 25, 2016, at 6:30 p.m., at the Kiel Public Library.

Adjourn: A motion to adjourn was made at 7:40 p.m. by Gruetzmacher 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, May 25, 2016 at 6:30 o'clock p.m. The meeting will be held at the Kiel Public Library, Kiel, WI 53042. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, May 25, 2016 at 6:30 p.m.
Kiel Public Library
511 Third Street
Kiel, WI 53042**

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 30, 2016 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, 2016 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of April and May, 2016 bills (enclosure #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through April 2016 (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
10. New business
 - a. Annual County meetings report
 - b. Personnel Committee report
 - c. Letter from Nicolet Library System Director seeking interest in merger discussions (enclosure #10)
ACTION REQUESTED
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education - Copyright Infringement via Wi-Fi provided by the member libraries (enclosure #11)
13. Confirm date July 27, 2016 and set place for meeting
14. 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 920-686-3051 (telephone), at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting**

**May 25, 2016
Kiel Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Kiel Public Library on Wednesday, May 25, 2016, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Debra Heus, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman (6:45 p.m.), Darcie Schwalenberg-Kesler, Peggy Turnbull, Robert Vollendorf

Members Absent: Julie Grinde, Carol Gruetzmacher, Natalie Long, Jeremy Sehloff

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

Minutes: A motion was made by Muellenbach and seconded by Vollendorf to accept the minutes of the March 30, 2016, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

Financial Business: A motion was made by Kjelstrup and seconded by Turnbull to approve the March and April 2016 financial reports. Motion carried. Petersen noted that we are not anticipating any additional internet expenses related to our first year of transitioning to cable, although it could happen. The 2016 budget line item was exceeded and any overages will be addressed when the amended budget is reviewed by the Finance Committee in August and brought to the September Board meeting.

A motion was made by Kjelstrup and seconded by Turnbull to approve the April and May 2016 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Muellenbach to approve the LARS financial reports through April 2016. Motion carried.

A motion was made by Kjelstrup and seconded by Heus to approve the Reach Out & Read reports through April 2016. Motion carried. Petersen recently placed a book order for \$10,000, using United Way grant funds. The books are housed at Lester Public Library until sent to the clinics.

System Director's Report: A written report was included in the Board packets. The backup camera/alarm which was installed on the new van is not working properly. It is an intermittent problem and we will be bringing the van back to the vendor who installed it to resolve the issue.

OWLS, Winnefox, and Nicolet library systems have expressed interest in merger discussions with MCLS, starting with analyzing delivery service. These three systems use Waltco for library-to-library delivery, while MCLS employs its own drivers.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst attended Sirsi Bluecloud Analytics training (a new reporting system) in Indianapolis last weekend, which was very worthwhile. This will give us much more capability and flexibility in creating reports for the libraries.

The email transfer off of the Eastern Shores Library System (ESLS) servers is complete. This severs our ties with ESLS.

Member Library Directors' Reports: Reports were presented by Julia Davis, Cherilyn Stewart, D Hankins, Jeff Dawson, Rebbecca Barry and Chris Moede.

Unfinished Business:

New Business:

Annual County Meetings Report: Petersen reported that the county meetings went very smoothly, with good information flowing back and forth and people asking more questions.

Personnel Committee Report: Kjelstrup stated that the director evaluation format is being revised and the presentation will be a little different than in previous years and tied to the job description. They will send the evaluations out in August, and would like everyone's feedback about a week later.

Letter from Nicolet Library System Director seeking interest in merger discussions (enclosure #10): Petersen summarized the letter, including Nicolet's interest in merger discussions with MCLS, and looking at the possibility of shared services, specifically delivery service to start with. Petersen responded to the Nicolet director and is waiting for more information. The state is not initiating system mergers or shared services at this time, but they are willing to assist. A motion was made by Kjelstrup and seconded by Nessman to continue discussions with the other systems and bring the information back to the Board at a later time. Motion carried.

Dawson gave an overview of the Public Library System Redesign (PLSR) project. They are looking into reorganizing system services to best allocate the money across the state, in an effort to be proactive rather than reactive to any legislative changes that may transpire. This may be a two to three year project. The PSLR Steering Committee is reaching out to the legislators as more information becomes available. The county reps on our library boards can assist with bringing the information to others.

Trustee & Member Library Directors questions and concerns: Nessman reported that the System Services Improvement Committee recently sent the library directors the July 2015 *Study Recommendations* report and asked them to look it over and provide comments and feedback. They have heard back from some of the directors and are waiting for a couple more. Nessman will compile the information and have a follow-up meeting with the directors. She will have a new report for the next MCLS Board meeting.

The Chilton Public Library Board is going to repeat the Director job search process and list the job as part-time, since it was previously posted as a full-time position. The MCLS Board members discussed their concerns about changing the position to part-time. It was the consensus of the Board to have Petersen write a letter to the Chilton Public Library Board on behalf of the MCLS Board to state the concerns with changing the director position to part-time. MCLS Board members may send their concerns to Petersen and she will include their information in the letter. Petersen will also copy the Mayor of Chilton and the Chilton City Council.

Trustee Education: A copy of the *'Interim Designation of Agent to Receive Notification of Claimed Infringement'* form, which MCLS sent to the U.S. Copyright Office, was included in the Board packets. Petersen explained that since our transition to cable internet, we have received notices from the cable provider of illegal downloading of TV programs on several occasions at a couple of our libraries. This has occurred over the wifi, possibly even from outside of the building. The form prevents libraries from being liable for those types of activities. Blocking is not recommended, as it would block other services as well. The libraries are putting up acceptable use policies and posting copyright signs in the libraries.

A copy of the Trustee Training Week agenda was distributed in the Board members' folders. The webinars will take place the week of August 22 - 26, 2016. Registration is open now, and Petersen will send out a website link. Trustees can register for any webinars they are interested in. MCLS is a co-sponsor and the webinars are open to all trustees of the MCLS Board, as well as trustees from all of our member library boards.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, July 27, 2016, at 6:30 p.m., at the Lester Public Library.

Adjourn: A motion to adjourn was made at 7:37 p.m. by Muellenbach 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, July 27, 2016 at 6:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, WI 54241. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, July 27, 2016 at 6:30 p.m.

Lester Public Library

1001 Adams Street

Two Rivers, WI 54241

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 25, 2016 Board meetings (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, 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of May 24, 2016, June and July, 2016 bills (enclosures #4, #5, and #6) *ACTION REQUESTED*
 - c. LARS financial report through June 2016 (enclosure #7) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure #9)
7. System IT/ILS Specialist's report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Update from the System Services Improvement Subcommittee
 - b. Approve funds for possible reporting requests *ACTION REQUESTED*
 - c. Approve MCLS funds for creation of patron "how-to" videos *ACTION REQUESTED*
 - d. Approve purchase or lease of a new copier for MCLS office *ACTION REQUESTED*
 - e. Schedule Finance Committee Meeting to review 2017 Budget Proposal and 2016 Budget Revision *ACTION REQUESTED*
 - f. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
 - g. Public Library System Redesign Project's request for mileage reimbursement (enclosure #11) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Trustee Training Week
13. Confirm date September 28, 2016 and set place for meeting
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.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
July 27, 2016
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 27, 2016, 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, Natalie Long, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

Members Absent: Robert Vollendorf

Others Present: Rebecca Barry, Jeff Dawson, Connie Griseto, Chris Moede, Rebecca Petersen, Alisa Schafer, Roxanne Staveness, Margie Verhelst

Minutes: A motion was made by Grinde and seconded by Turnbull to accept the minutes of the May 25, 2016, MCLS Board meeting. Motion carried.

Public Comment: Alisa Schafer from the Manitowoc Herald Times Reporter introduced herself.

Communications: None

Financial Business: A motion was made by Kjelstrup and seconded by Muellenbach to approve the May and June 2016 financial reports. Motion carried. The line item budget for supplies was exceeded due to replacing damaged delivery bins.

A motion was made by Kjelstrup and seconded by Grinde to approve the May 24, June and July 2016 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Gruetzmacher to approve the LARS financial reports through June 2016. Motion carried.

A motion was made by Turnbull and seconded by Kjelstrup to approve the Reach Out & Read report through June 2016. Motion carried. The United Way 2015/2016 grant cycle is closed and we are now starting the 2016/2017 grant cycle.

System Director's Report: A written report was included in the Board packets. Petersen gave an overview of the 2016/2017 United Way grant for Reach Out and Read. Some of the items covered by this year's grant, in addition to books, include educational information and classes for childcare providers, parents and public educators on the importance of early literacy and how to incorporate early literacy practices at home and at childcare facilities. We will also provide a *train the trainer* presentation by Saroj Ghoting, Early Childhood Literacy Consultant and nationwide speaker, and will be inviting library staff, childcare providers and early childhood teachers.

Other upcoming programs include Trustee Training Week, Battle of the Books, Technology Day, a library bus tour to the Milwaukee area, and the fall grassroots meeting in De Pere with Nicolet Federated Library System.

MCLS' continuing education survey of member library directors and staff indicated that the top two areas of interest are current technology trends/training and programming. The information collected from the survey will be used in next year's planning.

Petersen visited Nicolet Federated Library System (NFLS) to view their delivery services. If collaborating is something we want to consider down the road we will need to see costs. Their delivery provider, Waltco, may need access to some libraries during closed hours.

Mueller encouraged trustee participation in the Trustee Education Week webinars and noted that the programs on Mon, Aug. 22 and Thur., Aug. 25 may be most pertinent to our trustees. Archives will be available.

System IT/ILS Specialist's Report: A written report was included in the Board packets. We have had two recent Sirsi upgrades which went well, with a few minor issues.

KPL recently upgraded to Windows 10 on the staff computers, but is waiting to upgrade the public computers due to security software compatibility issues.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Rebecca Barry, Chris Moede, Roxanne Staveness for MPL, Deb Heus for KPL, and Ron Dietrich for NHPL.

Unfinished Business: None

New Business:

Update from the System Services Improvement Committee: The *July 2016 System Services Committee Issues and Needs Report* was handed out prior to the Board meeting. Nessman explained that most people who responded were very satisfied with service from the system.

Ideas for services the system could provide in the future include Windows 10 training, marketing, and help with brochures. It was suggested for Software Tips & Tricks that we could ask member library staff for input (e.g. safety, customer service, ready reference tips, favorite books, etc.) and not be limited to software only.

Communication was an area of concern, including MCLS staff schedules, weekly updates, and availability of staff for when there is an urgent need. It was noted that Petersen and Verhelst are available via cell phone. Communication issues should be discussed further at the Directors meetings.

Grant writing benefitting the larger libraries was also a concern. It was noted that we have not established the Reach Out & Read program in Calumet County because the clinics have not completed the application process yet.

Approve funds for possible reporting requests: Petersen explained that as part of assisting MPL or the City of Manitowoc in straightening out the number of circulations that may have been recorded incorrectly, we will need to go back historically, with the assistance of Sirsi, and retrieve information that we do not have access to. At this time we anticipate the cost of retrieving this information to be \$1,200 - \$1,500. Discussion ensued as to whose responsibility it is to pay for the reports. Staveness stated she can address this with the MPL Board President. Keeping track of time devoted to the investigation was also discussed. A motion was made by Muellenbach and seconded by Kjelstrup to allow MCLS to do the research involving the historical records as long as we attempt to look for reimbursement from MPL or the City of Manitowoc. Motion was amended by Muellenbach to specify *Sirsi* historical records, seconded by Kjelstrup. Motion carried.

Approve MCLS funds for creation of patron "how-to" videos: Petersen explained that the current "how-to" videos on our catalog's home page were created by Marie Bonde of LPL as a class assignment. They are well done and can assist patrons with various functions of using the catalog. Petersen requested funding to have three more videos created to cover the use of Ancestry, A to Z Databases, and Overdrive. Discussion was held concerning how much it would cost to produce the videos and how we will keep the content current. Also discussed was the possibility of having students create the new videos as part of their coursework. It was noted that the current videos are tailored to people in this area and are high quality. Petersen and Dawson will look into the costs associated with having Marie create and keep the videos up to date. A motion was made by Kjelstrup and seconded by Dietrich to table the decision to approve funds for the new "how-to" videos until the September 2016 Board meeting. Motion carried. This will give Board members time to view the videos we currently have online, and give Petersen time to gather cost information.

Approve purchase or lease of a new copier for MCLS office: Quotes were received on three copiers. Leasing vs. purchasing was discussed, with purchasing being least expensive. Also discussed was the printing speed and functionality of the copiers. A motion was made by Dietrich and seconded by Gruetzmacher to approve the purchase of the faster copier. Motion carried.

Schedule Finance Committee meeting to review 2017 Budget Proposal and 2016 Budget Revision: The Finance Committee will meet on Tuesday, September 6, 2016, at 6:30 p.m. at MPL, in the second floor meeting room. Finance Committee members are Mueller, Kjelstrup, Schwalenberg-Kesler, and Sehloff.

Schedule Personnel Committee meeting for Director's annual performance review: The Personnel Committee will meet on Tuesday, September 6, 2016, at 5:30 p.m. at MPL, in the second floor meeting room. Personnel Committee members are Mueller, Kjelstrup, and Turnbull. The director evaluation form will be sent out by August 25 and responses are requested to be returned within one week.

Public Library System Redesign (PLSR) Project's request for mileage reimbursement: A letter from the PLSR Steering Committee Chair, requesting systems to help with funding of travel expenses for individuals participating in the project workshops, was included in the Board Packets (Encl. #11). The amount requested from MCLS for Jeff Dawson's mileage is \$38.25 to cover current expenses and an estimated \$134.75 to cover the remainder of the year's mileage expenses. A motion was made by Muellenbach and seconded by Nessman to approve the PLSR Project's request for mileage reimbursement. Motion carried.

Trustee & Member Library Directors questions and concerns: None

Trustee Education: A copy of the Trustee Training Week agenda was distributed in the Board members' folders at the last Board meeting.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, September 28, 2016, at 6:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 7:53 p.m. by Muellenbach and seconded by Long. Motion carried.

Respectfully submitted,

Connie Griseto

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, September 28, 2016 at 6:30 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, September 28, 2016 at 6:30 p.m.

Chilton Public Library
221 Park Street
Chilton, WI 53014

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 27, 2016 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, 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2016 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2016 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
8. Reports from directors of member libraries
9. Unfinished business
 - a. Approve MCLS funds for creation of patron "how-to" videos *ACTION REQUESTED*
10. New business
 - a. Personnel Committee report (enclosures #9 and #10) *ACTION REQUESTED*
 - b. Adopt Line Item and Program Budgets (enclosures #11 and #12) *ACTION REQUESTED*
 - c. Adopt System Plan (enclosure #13) *ACTION REQUESTED*
 - d. Approve 2017 Resource Library Agreement (enclosure #14)
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – 2016 WLA Conference (enclosure #15)
13. Confirm and set place for November 30, 2016 meeting
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.

Minutes of the Manitowoc-Calumet Library System Board of Trustees Meeting

**September 28, 2016
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 28, 2016, 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, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Robert Vollendorf

Members Absent: Rani Beckner, Natalie Long, Peggy Turnbull

Others Present: Rebbecca Barry, Judy Dietrich, Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst, Glenny Whitcomb

Minutes: A motion was made by Dietrich and seconded by Grinde to accept the minutes of the July 27, 2016, MCLS Board meeting. Motion carried.

Public Comment: Self-introductions were given by Glenny Whitcomb, Director of Chilton Public Library, and Rebbecca Barry, Library Director Assistant I, both recently appointed by the Chilton Public Library Board. Mueller introduced Judy Dietrich.

Mueller stated that we should start inviting, to our MCLS Board meetings, the board president of the member library which is hosting the meeting.

Communications: Petersen circulated a letter from WLA, thanking MCLS for our support and participation in the Wisconsin Library Association Legislative Lobbyist contract.

Financial Business: A motion was made by Grinde and seconded by Nessman to approve the July and August 2016 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Vollendorf to approve the August and September 2016 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Gruetzmacher to approve the LARS financial reports through August 2016. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the Reach Out & Read report through August 2016. Motion carried.

System Director's Report: A written report was included in the Board packets. Petersen stated that Margie analyzed data of the non-librarians of Manitowoc County, after running reports that flagged any suspicious circulation activity. The numbers were submitted to Manitowoc County, and Manitowoc Public Library (MPL) will see the financial impact in 2017. The amount the County has already overpaid MPL in 2016, based on 2014 circulation numbers, is approximately \$6,000,

which the County will withhold from the 2017 payment to MPL. Also, the amount the County was billed for 2015 circulations, for payment in 2017, was reduced by approximately \$48,000, which will further reduce the county's 2017 payment to MPL. The detective assigned to the investigation has been temporarily assigned to a case of higher priority, so this is on hold. We have provided all information requested, although we are not sure if we will need to provide anything more in the future. Verhelst explained the process she used to analyze the data from the reports.

Discussion was held on the 'Best Practices' recommendations listed in the board packet Director's Report.

System IT/ILS Specialist's Report: Verhelst stated that in addition to working on the reports for the investigation, she recently attended the following two workshops:

WILSWorld (Madison) - included a technology session which provided a template for creating a trainer(s) at libraries

Tech-a-Talka (Stevens Point) - an annual meeting with other system tech people throughout the state

Member Library Directors' Reports: Reports were presented by Glenny Whitcomb, Rebecca Barry, D Hankins, Chris Moede, Deb Heus for KPL, Bob Vollendorf for MPL, and Rebecca Petersen for LPL.

Unfinished Business:

Approve MCLS funds for creation of patron "how-to" videos: Marie Bonde of LPL will create new "how-to" videos, each approximately 3 - 5 minutes in length, for the standard rate of \$200 per video. If extensive hours are needed to produce the video, she will track her time, with cost not to exceed \$300 per video. LPL has agreed to allow Marie to update the video content, when needed, as part of her duties as an LPL employee. She would start by creating Overdrive videos, which may consist of three videos. Others to follow include Ancestry.com and A-to-Z Databases. A motion was made by Dietrich and seconded by Muellenbach to approve MCLS funds at \$200 - \$300 per "how-to" video. Discussion ensued concerning if there should be a cap on the number of videos we approve at this time. Also, clarification was provided by Petersen concerning the videos that were already created by Marie, as part of her class. If editing is needed on those videos, they would not be considered "new" unless she needs to make a lot of changes. It was also recommended that we add a link to access the "how-to" videos on each library's website. The motion was amended by Dietrich and seconded by Muellenbach to approve MCLS funds of \$200 - \$300 per "how-to" video, with a cap of ten videos. Motion carried.

New Business:

Personnel Committee report: The Director Evaluation was included in the Board packet (Encl. #9). Kjelstrup stated that she received responses to the director evaluation survey from five member library directors, 13 trustees, and all four employees, and thanked everyone for responding. The results were overwhelmingly positive, with very good comments. It was the consensus of the Board that no action is required for this agenda item. The Board Goals Report was also included in the Board packet (Encl. #10). Kjelstrup stated that goals for the Board include attendance at and preparation for the meetings, and educating ourselves of the roles. She added that our Board does a good job of being prepared and understanding what the Director's job is and what the Board's job is. She encouraged everyone to ask questions and noted that Becky is always open to email.

Adopt Line Item and Program Budgets: The 2016 amended budget (Encl. #11) includes the following changes recommended by the Finance Committee:

- The van purchase will be listed under the expense item *Capital Expenses*.
- Reach Out & Read grant revenue will be included under *Grant Revenue*.
- The expense item *Reach Out & Read Grants* was added.

The 2017 proposed budget (Encl. #12) includes the following changes:

- The *Salaries* expense item includes a 3% increase for MCLS staff salaries.
- There is \$8,000 under Reserves for both *Van Replacement* and *Technology*.
- The *Photocopying* expense item has been reduced since we are no longer leasing a copier.

A motion to adopt both the 2016 amended and 2017 proposed budgets, as presented, was made by Kjelstrup and seconded by Vollendorf. Motion carried.

Adopt System Plan: Petersen explained that the new system plan is very similar to the previous year, with the exception of new information regarding the grants we are working on. There is not a lot of forward thinking at this time because of the PLSR (Public Library System Redesign) project which is in progress. A motion was made by Grinde and seconded by Muellenbach to adopt the System Plan, with minor edits. Motion carried.

Approve 2017 Resource Library Agreement: There have been no changes to the new agreement from the previous year, other than dates. A motion was made by Muellenbach and seconded by Vollendorf to approve the 2017 Resource Library Agreement. Motion carried.

Trustee & Member Library Directors questions and concerns: None

Trustee Education: A flyer for the Wisconsin Library Association 2016 Annual Conference was included in the Board packets. It is being held October 25-28 at the Potawatomi Hotel & Casino in Milwaukee.

Kjelstrup gave an overview of two very good sessions she watched during Trustee Training Week - *Duties of the 21st Century Board* and *Ensuring the Director's Success*. She also gave an overview of a non-profit training session she attended in Kohler - *The Role of the Board in Strategic Planning*.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, November 30, 2016, at 6:30 p.m., at the Brillion 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

**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 30, 2016 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 30, 2016 at 6:30 p.m.

Brillion Public Library

326 North Main Street

Brillion, WI 54110

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 28, 2016 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, 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2016 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
10. New business
 - a. Update of Board member appointments and reappointments for 2017-2019 (enclosure #10)
 - b. Designate Banking Institutions for 2017 *ACTION REQUESTED*
 - c. Appoint Board Officer Nominating Committee to nominate officers for 2017
 - d. Approve MCLS funds for continuation of series cataloging project *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Trustee Essentials #8 and #9 (enclosures #11 and #12)
13. Select dates for 2017 meetings and confirm date (January 25) and set place for next meeting (enclosure #13) *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.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
November 30, 2016
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 30, 2016, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Rani Beckner, Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Cheryl Kjelstrup, Natalie Long, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Robert Vollendorf

Members Absent: Debra Heus, Mary Muellenbach

Others Present: Rebbecca Barry, Jeff Dawson, Judy Dietrich, Connie Griseto, Chris Moede, Rebecca Petersen, Kristin Stoeger (7:00 pm), Margie Verhelst

Minutes: A motion was made by Grinde and seconded by Vollendorf to accept the minutes of the September 28, 2016, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Petersen announced that we received a letter from DPI (Wisconsin Department of Public Instruction) informing us of the approval of our 2017 system plan and our first state aid payment for 2017.

Manitowoc Public Library's new director, Kristin Stoeger, introduced herself to the Board.

Financial Business: A motion was made by Turnbull and seconded by Gruetzmacher to approve the September and October 2016 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Long to approve the October and November 2016 payment of bills. Motion carried.

A motion was made by Nessman and seconded by Kjelstrup to approve the LARS financial reports through October 2016. Motion carried.

A motion was made by Vollendorf and seconded by Beckner to approve the Reach Out & Read report through October 2016. Motion carried.

System Director's Report: A written report was included in the Board packets. The LARS group requested the continuation of the catalog clean-up project (Item 10d on tonight's agenda). The Wild Wisconsin Winter Web Conference on January 25 and 26 is co-sponsored by MCLS and available to trustees and member library staff. Library Legislative Day will be on February 21 in Madison. The 2017 LSTA grant applications were submitted and we should know by approximately late February or early March if they are approved.

System IT/ILS Specialist's Report: Verhelst has been creating month-end statistic reports in BLUEcloud Analytics, Sirsi's new reporting system. The reports will run automatically and be emailed to the directors. We will start training member library staff on how to use the new software in January.

Member Library Directors' Reports: Reports were presented by Chris Moede, Rebecca Barry, Jeff Dawson, and Rebecca Petersen for NHPL.

Unfinished Business: None

New Business:

Update of Board Member Appointments and Reappointments for 2017-2019: Five Board members had terms expiring at the end of 2016; Beckner, Dietrich, Kjelstrup, and Muellenbach have agreed to remain on the MCLS Board for another term. Petersen will contact Heus to determine if she will remain on the Board. Petersen also has been contacted by a potential new Board member to fill the current vacancy.

Designate Banking Institutions for 2017: A motion was made by Kjelstrup and seconded by Vollendorf to continue with Bank First National and Investors Community Bank as our official banking institutions. Motion carried.

Appoint Board Officer Nominating Committee to Nominate Officers for 2017: The Board Officer Nominating Committee will be comprised of Turnbull, Nessman and Schwalenberg-Kesler. They will bring the information to the January 2017 meeting.

Approve MCLS Funds for Continuation of Series Cataloging Project: The LARS group would like to continue with the catalog clean-up project. Earlier this year MCLS set aside \$2,000 for catalog clean-up and hired a retired/former LPL employee to perform the work, who did a great job. Petersen stated that we do have room in our budget and would like to continue the clean-up. By cleaning up the series statements, searches will be more effective. A motion to approve another \$2,000 of MCLS funds for the continuation of the series cataloging project was made by Vollendorf and seconded by Nessman. Motion carried.

Trustee & Member Library Directors questions and concerns: None

Trustee Education: Two chapters of the Trustee Essentials handbook were included in the Board packets - Chapter 8 - *Developing the Library Budget* and Chapter 9 - *Managing the Library's Money*. Discussion ensued as to the responsibilities of the library boards and their municipalities.

Select Dates for 2017 Meetings and Confirm Date and Set Place of Next Meeting: A motion was made by Dietrich and seconded by Turnbull to approve the 2017 meeting dates and places as presented in Enclosure #13. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 25, 2017, at 6:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 7:25 p.m. by Turnbull and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto