

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc-Calumet Library System Board of Trustees will be held on Wednesday, January 25, 2017 at 6:30 o'clock p.m. The meeting will be held at the Manitowoc Public Library, Manitowoc, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING**

**Wednesday, January 25, 2017 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 30, 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. November and December 2016 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2016 and January 2017 bills (enclosures #4, and #5)  
*ACTION REQUESTED*
  - c. LARS financial report through December 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 Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
  - a. Election of Officers for 2017 *ACTION REQUESTED*
  - b. Authorize President to sign the 2016 Annual Report *ACTION REQUESTED*
  - c. Approve the Monarch Reciprocal Borrowing Agreement (enclosure #10) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee education – 2017-2019 biennial budget and legislator listening sessions
13. Confirm date and set place for March 29<sup>th</sup> 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](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 25, 2017  
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, January 25, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Julie Grinde, Carol Gruetzmacher, Cheryl Kjelstrup, Michelle Krajnik, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Ron Dietrich, Natalie Long, Mary Muellenbach

**Others Present:** Rebbecca Barry, Jeff Dawson, Connie Griseto, D Hankins, Chris Moede, Rebecca Petersen, Alisa Schafer, Kristin Stoeger, Glenny Whitcomb

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

**Public Comment:** None

**Communications:** Petersen welcomed new trustee Michelle Krajnik and announced that Beckner and Kjelstrup have been reappointed to the Board for three more years.

**Financial Business:** A motion was made by Kjelstrup and seconded by Beckner to approve the November and December 2016 financial reports. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the December 2016 and January 2017 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Gruetzmacher to approve the LARS financial report through December 2016. Motion carried. MCLS staff will email Manitowoc Public Library's May 2016 expenditure details to the Trustees.

A motion was made by Kjelstrup and seconded by Grinde to approve the Reach Out and Read report through December 2016. Motion carried. Petersen stated that approximately 8,000 Reach Out and Read books were given out in 2016—more than we anticipated, partly because three more age groups were added. Bellin Health in Brillion just started the Reach Out & Read program this January.

**System Director's Report:** A written report was included in the Board packets. A Library Legislative Day registration form was included in each Board folder. The System will pay the registration fee for any trustees who would like to attend.

You can link to Zinio digital magazines from any of our member libraries' websites. We are sharing 29 titles with three other systems, and looking at adding additional titles.

Wisconsin now has 16 public library systems, formerly 17. Eastern Shores Library System and two counties from Mid-Wisconsin Library System have now formed Monarch Library System.

Petersen completed a United Way grant application for Reach Out and Read in December, to continue the program. We expect to know in March or April if the grant is approved. Our current United Way grant funding takes us through June 2017.

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

**Member Library Directors' Reports:** Reports were presented by Kristin Stoeger, D Hankins, Chris Moede, Jeff Dawson, Glenny Whitcomb and Rebbecca Barry.

**Unfinished Business:** None

**New Business:**

**Election of Officers for 2017:** The Nominating Committee (Nessman, Turnbull, and Schwalenberg-Kesler) nominated the following officers for 2017:

Ray Mueller – President  
Rani Beckner – Vice President

Cheryl Kjelstrup - Treasurer  
Carol Gruetzmacher - Secretary

Turnbull thanked Nessman and Schwalenberg-Kesler for being on the Nominating Committee, and also thanked the officers for being willing to serve the System.

Vollendorf moved to cast a unanimous ballot for the 2017 slate of officers presented by the Nominating Committee. Seconded by Nessman. Motion carried.

**Authorize President to Sign the 2016 Annual Report:** A motion was made by Kjelstrup and seconded by Schwalenberg-Kesler to authorize the president to sign the 2016 annual report when it is completed. Motion carried. The 2016 report will need to be submitted to the DPI prior to the MCLS Board meeting in March. A copy will be included in the March meeting packet.

**Approve the Monarch Reciprocal Borrowing Agreement:** The new form follows the same format we have agreed to with several other systems, and is almost exactly the same as the agreement we had with Eastern Shores Library System. It needed to be re-issued for Monarch Library System. A motion was made by Kjelstrup and seconded by Gruetzmacher to approve the Monarch Reciprocal Borrowing Agreement. Motion carried.

**Trustee & Member Library Directors questions and concerns:** Dawson gave an overview of the status of the Public Library System Redesign (PLSR) Project, explaining the phases of the project, and how the eight workgroups are currently involved. The workgroups will bring their results to the Steering Committee by approximately early 2018. The Steering Committee will refine the results and make recommendations to DPI. It could be another two to three years beyond that process for DPI to take it to the legislators. All of the progress on the project can be followed on the website PLSR.info.

Mueller reported on the Wild Wisconsin Webinar series.

It was mentioned that a library in St. Louis had recently been hacked and a suggestion was made that Margie look into this to see if we are vulnerable.

**Trustee Education:** The State budget is expected to be approved by the end of June. Watch for listening session opportunities with local legislators; libraries could be contacted to host an event.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, March 29, 2017, at 6:30 p.m., in New Holstein.

**Adjourn:** A motion to adjourn was made at 7:25 p.m. by Nessman 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, March 29, 2017 at 6:30 o'clock p.m. The meeting will be held at the Optimist Chalet, 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 29, 2017 at 6:30 p.m.**

Optimist Chalet  
2200 Mason Street  
New Holstein, WI 53061

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 25, 2017 Board meetings (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 2017 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of February and March 2017 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through February 2017 (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 of 2016 audit financial statements by Schenck (enclosure #10) *ACTION REQUESTED*
  - b. Approve 2016 Annual Report (enclosure #11) *ACTION REQUIRED*
  - c. Approve Winnefox Reciprocal Borrowing Agreement (enclosure #12) *ACTION REQUESTED*
  - d. 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 31<sup>st</sup> 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](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 29, 2017  
New Holstein Optimist Chalet**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Optimist Chalet in New Holstein on Wednesday, March 29, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Julie Grinde, Carol Gruetzmacher, Cheryl Kjelstrup, Michelle Krajnik, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Robert Vollendorf

**Members Absent:** Natalie Long, Peggy Turnbull

**Others Present:** Rebbecca Barry, Julia Davis, Jeff Dawson, Judy Dietrich, Connie Griseto, Bryan Grunewald (until 6:45 p.m.), D Hankins, Rebecca Petersen, Kristin Stoeger, Margie Verhelst (6:55 p.m.)

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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 immediately following Item 2 - Minutes. Motion carried.

**Minutes:** A motion was made by Dietrich and seconded by Nessman to accept the minutes of the January 25, 2017, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** None.

**Financial Business:** A motion was made by Kjelstrup and seconded by Nessman to approve the January and February 2017 financial reports. Motion carried.

A motion was made by Grinde and seconded by Vollendorf to approve the February and March 2017 payment of bills. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the LARS financial report through February 2017. Motion carried.

A motion was made by Vollendorf and seconded by Nessman to approve the Reach Out and Read report through February 2017. Motion carried. Petersen stated that the undesignated donations we received in the past came from the Lester Public Library brat fry and organizations and individuals who contributed to the Reach Out and Read program.

**System Director's Report:** A written report was included in the Board packets. President Trump is proposing to eliminate IMLS (Institute of Museum and Library Services) and LSTA funding for 2018. The 2017 LSTA grant application awards have been delayed, subject to the Continuing Resolution in effect until April 28. We should have more information by May.

State aid for library systems is expected to remain the same. There is a slight increase in funding for groups with state-held contracts such as BadgerLink.

Kjelstrup suggested that it would be good for Board members to participate in the PLSR surveys and add their thoughts, for those who have not signed up yet.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst has conducted two Sirsi BlueCloud Analytics training sessions for library staff. The software is very valuable and as we learn more about how to use it we are finding a lot more uses for it.

**Member Library Directors' Reports:** Reports were presented by D Hankins, Rebbecca Barry, Jeff Dawson, Julia Davis, Becky Petersen for Chris Moede, and Kristin Stoeger.

Mueller reported that a recent news article stated that the Laack family has established two charitable funds - one which is for public or school libraries in six Calumet County communities.

**Unfinished Business:** None

**New Business:**

**Review of 2016 Audit Financial Statements by Schenck:** Board members received copies of the 2016 Annual Financial Report and Management Communications in their Board packets. Bryan Grunewald of Schenck reviewed the report and answered questions. He also stated that trustees may contact him if they have concerns throughout the year. A motion to accept the 2016 audit report was made by Muellenbach and seconded by Kjelstrup. Motion carried.

**Approve 2016 Annual Report:** The MCLS 2016 annual report was included in the packets. A motion was made by Grinde and seconded by Muellenbach to approve the 2016 annual report. Motion carried. The report has been submitted to the DPI. Several trustee email addresses listed on the report will be revised. Petersen noted that our collaboration with other systems has been increasing.

**Approve the Winnefox Reciprocal Borrowing Agreement:** The last time this agreement was approved was 1995. The format on the new report has changed, and the language changed slightly, adding #4 to the second page which states "Systems shall share planning information concerning library system services and other activities as may be mutually beneficial to both systems". Petersen noted that we have an agreement with all of the library systems except for Bridges. Bridges felt it was not necessary to have the agreement since we don't have adjacent counties. A motion to approve the Winnefox Reciprocal Borrowing Agreement was made by Vollendorf and seconded by Nessman. Motion carried.

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

<u>Calumet County</u>	Wednesday, May 17, 2017 - 5:00 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Tuesday, May 16, 2017 - 5:00 p.m. at Manitowoc Public Library

Motion carried. It was mentioned that all trustees on member library boards are welcome to attend the meeting to learn more about the adjacent county reimbursement process.

**Trustee & Member Library Directors questions and concerns:** None

**Trustee Education:** As a result of a discussion at a recent Directors' Meeting, Petersen asked Board members what they would like to hear from member library directors at the MCLS Board meetings. Historically, the directors were asked to speak about budget issues, however, this has expanded into the directors giving an overview of programs and projects at each of their libraries. It was the consensus of the MCLS Board that the Directors continue to report on their programming, as they have been doing. Trustees stated that they enjoy hearing about the projects and programs the libraries offer and would like it to continue, and if there are budgetary or finance issues to let us know and we will see if we can help.

Mueller stated that the Chilton Times Journal has stopped publishing.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, May 31, 2017, at 6:30 p.m., at Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 7:35 p.m. by Grinde and seconded by Gruetzmacher. Motion carried.

Respectfully submitted,

Connie Griseto



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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Tri-County News, 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 31, 2017 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 31, 2017 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 29, 2017 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, 2017 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
  - b. Payment of April and May, 2017 bills (enclosure #4 & #5) *ACTION REQUESTED*
  - c. LARS financial report through April 2017 (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
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education - Cross County Borrowing Reimbursements
13. Confirm date July 26, 2017 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 31, 2017  
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 31, 2017, at 6:31 p.m., by the President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Carol Gruetzmacher, Cheryl Kjelstrup, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff (6:40 p.m.)

**Members Absent:** Julie Grinde, Michelle Krajnik, Natalie Long, Mary Muellenbach, Peggy Turnbull, Robert Vollendorf

**Others Present:** Rebbecca Barry, Julia Davis, Jeff Dawson, Chris Moede, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Kjelstrup to accept the minutes of the March 29, 2017, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Petersen informed the Board that the Reach Out and Read program will not be receiving funds from United Way for next year.

Mueller talked about the article in the paper about Natalie Long and Silver Lake College.

**Financial Business:** A motion was made by Kjelstrup and seconded by Gruetzmacher to approve the March and April 2017 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Nessman to approve the April and May 2017 payment of bills. Motion carried.

A motion was made by Nessman and seconded by Beckner to approve the LARS financial report through April 2017. Motion carried.

A motion was made by Kjelstrup and seconded by Gruetzmacher to approve the Reach Out and Read report through April 2017. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Kjelstrup asked about the future of funds for Reach Out and Read without the United Way grant. Petersen stated that we have approximately a two-year supply of books in storage. Holy Family and Aurora have set aside funds for future purchases as well. Currently, Bellin is the only active clinic in Calumet County and their book supply is in good shape.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst went to two conferences - WiscNet and Wisconsin Sirsi Users Group. Next year the Wisconsin Users Group meeting will be in Manitowoc.

**Member Library Directors' Reports:** Reports were presented by Julia Davis, Rebecca Barry, Chris Moede, Jeff Dawson, Kristin Stoeger and Ron Dietrich for D Hankins.

**Unfinished Business:** None

**New Business:**

**Annual County Meetings Report:** The Manitowoc County Library Services Advisory Committee meeting went well, with no issues. Right before the Calumet County meeting Mark Arend from Winnefox notified Petersen that the public library in Menasha would like to have their reimbursement increased from the current 70%. A special meeting of the Calumet County Library Services Advisory Committee will be held on June 8, 2017, to further discuss this request.

**Trustee & Member Library Directors questions and concerns:** Mueller discussed the issue of having a quorum and suggested that the Board look at changing the date of the May meetings. He will discuss this further at the next meeting.

**Trustee Education – Cross County Borrowing Reimbursements:** Formulas are used to determine the county reimbursements. Calumet County is using the 70% rule to reimburse libraries in Winnebago County - a formula agreed to years ago. Our libraries receive reimbursements in the high 90s percent range.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, July 26, 2017, at 6:30 p.m., at Lester Public Library in Two Rivers. The Finance and Personnel Committee meetings will be scheduled at this meeting.

**Adjourn:** A motion to adjourn was made at 7:13 p.m. by Nessman and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Rebecca Petersen

**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 Tri-County News, 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 26, 2017 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 26, 2017 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 31, 2017 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 2017 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of June and July 2017 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through June 2017 (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. Schedule Finance Committee Meeting to review 2018 Budget Proposal and 2017 Budget Revision *ACTION REQUESTED*
  - b. Schedule Personnel Committee meeting for Director's annual performance review *ACTION REQUESTED*
  - c. Approve Lease Agreement Renewal (enclosure #10) *ACTION REQUESTED*
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Trustee Training Week
13. Confirm date September 27, 2017 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](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 26, 2017  
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 26, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Carol Gruetzmacher, Michelle Krajnik, Ray Mueller, Cheryl Nessman, Jeremy Sehloff (6:31 p.m.), Peggy Turnbull

**Members Absent:** Julie Grinde, Cheryl Kjelstrup, Natalie Long, Mary Muellenbach, Darcie Schwalenberg-Kesler, Robert Vollendorf

**Others Present:** Jeff Dawson, Judy Dietrich, Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst

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**Minutes:** Chris Moede's name will be added to the May 31, 2017, minutes under 'Others Present'. A motion was made by Nessman and seconded by Krajnik to accept the minutes of the May 31, 2017, MCLS Board meeting, as corrected. Motion carried.

**Public Comment:** None

**Communications:** None.

**Financial Business:** A motion was made by Turnbull and seconded by Gruetzmacher to approve the May and June 2017 financial reports. Motion carried.

A motion was made by Nessman and seconded by Turnbull to approve the June and July 2017 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Krajnik to approve the LARS financial report through June 2017. Motion carried.

A motion was made by Gruetzmacher and seconded by Nessman to approve the Reach Out and Read report through June 2017. Motion carried. The balance of undesignated donations is now listed at the end of the report.

**System Director's Report:** A written report was included in the Board packets. Petersen notified Board members that we are looking for new trustees to join the Board. We currently have one vacancy, and may have one or two additional vacancies later this year or early next year.

Petersen will be meeting again with the manager and assistant manager at Bellin Health in Brillion to go over the Reach Out and Read (ROR) program. Petersen and Terry Ehle of Lester Public Library are working on a grant application through the Aurora Foundation for ROR. Discussion was held concerning measuring the impact of the ROR program. It was noted that the program starts at one month and continues through age five.

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**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst has been working on Faronics software issues with the libraries' public computers.

Verhelst and Petersen have been meeting with each Director to discuss future technology needs. They will then compile all of the information and update the Library Technology and Resource Sharing Plan, which will be submitted to the Board.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, Chris Moede, and Ray Mueller for Chilton Public Library. Petersen distributed a report from Kristin Stoeger.

**Unfinished Business:** None

**New Business:**

**Schedule Finance Committee meeting to review 2018 Budget Proposal and 2017 Budget Revision:** The Finance Committee will meet at the Manitowoc Public Library on Wednesday, August 23, 2017, at 5:15 p.m., to review the 2018 proposed budget and 2017 amended budget. Finance Committee members are Kjelstrup, Krajnik and Mueller.

**Schedule Personnel Committee meeting for Director's annual performance review:** The Personnel Committee will meet at the Manitowoc Public Library on Wednesday, August 23, 2017, at 6:15 p.m., to discuss the Director's annual performance review. Personnel Committee members are Kjelstrup, Mueller and Turnbull.

**Approve Lease Agreement Renewal:** The proposed lease was included in the Board packets as Enclosure #10. There were no changes from the previous lease except for a correction to show the annual rent as \$6,000. A motion was made by Dietrich and seconded by Beckner to renew the Lease Agreement between MCLS and MPL. Motion carried.

**Trustee & Member Library Directors questions and concerns:** None

**Trustee Education:** Trustee Training Week webinars are coming up in August. Yellow flyers were distributed in the Board folders. It was noted that the PLSR group will be presenting the current status of the project at the Friday, August 25, webinar.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, September 27, 2017, at 6:30 p.m., at the Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 7:11 p.m. by Turnbull 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 Tri-County News, 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 27, 2017 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 27, 2017 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 26, 2017 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, 2017 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2017 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2017 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 (enclosures #10 and #11) *ACTION REQUESTED*
  - b. Adopt Line Item and Program Budgets (enclosures #12 and #13) *ACTION REQUESTED*
  - c. Adopt System Plan (enclosure #14) *ACTION REQUESTED*
  - d. Approve 2018 Resource Library Agreement (enclosure #15)
  - e. Designate auditor and authorize contract for 2017 audit (enclosure #16)
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education – Trustee Training Week Recap
13. Confirm and set place for November 29, 2017 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](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 27, 2017  
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 27, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Carol Gruetzmacher, Cheryl Kjelstrup, Michelle Krajnik, Mary Muellenbach, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Robert Vollendorf

**Members Absent:** Rani Beckner, Julie Grinde, Natalie Long, Cheryl Nessman

**Others Present:** Rebecca Barry, Julia Davis, Judy Dietrich, Amy Eisenschink, Connie Griseto, Chris Moede, Rebecca Petersen, Margie Verhelst, Glenn Whitcomb

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A motion was made by Kjelstrup to amend Item 10e on the agenda to indicate a three-year contract for the 2017-2019 audits (Enclosure #16). Seconded by Muellenbach. Motion carried.

**Minutes:** A motion was made by Turnbull and seconded by Krajnik to accept the minutes of the July 26, 2017, MCLS Board meeting, with the addition of "as corrected" noted in the minutes. Motion carried.

**Public Comment:** None

**Communications:** Petersen circulated a news article about this year's Battle of the Books competition.

**Financial Business:** A motion was made by Kjelstrup and seconded by Vollendorf to approve the July and August 2017 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Gruetzmacher to approve the August and September 2017 payment of bills. Motion carried. There will be no increase in the SirsiDynix annual maintenance bill this year or next year, followed by a 1.9% annual increase for the remainder of the contract.

A motion was made by Vollendorf and seconded by Turnbull to approve the LARS financial report through August 2017. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the Reach Out and Read report through August 2017. Motion carried. Petersen noted that we recently spent \$170 on books to finish off the balance of the United Way Reach Out and Read grant.

**System Director's Report:** A written report was included in the Board packets. Petersen stated that we will receive an additional \$10,000 in state aid in 2018 and \$20,000 in 2019.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst attended the annual Tech-a-Talka conference in Stevens Point recently, which is a meeting of system IT people from around the state where ideas are shared and discussions held about what they are working on.



**Member Library Directors' Reports:** Reports were presented by Glenny Whitcomb, Rebecca Barry, Chris Moede, Julia Davis, and Amy Eisenschink for Kristin Stoeger.

**Unfinished Business:** None

**New Business:**

**Personnel Committee Report:** Enclosures #10 and #11 were included in the Board packets. Kjelstrup stated that the Director survey responses were very positive, with about the same number of people responding as last year. The Committee listed goals for the Director, including pursuing grant money to help the library directors due to the missing LSTA grants. Enclosure #11 listed goals for the Board. A motion was made by Kjelstrup and seconded by Turnbull to accept the evaluation of the Director and the goals identified for the Board. Motion carried.

**Adopt Line Item and Program Budgets:** Petersen explained Enclosures #12 and #13 - the 2017 amended line item and program budgets and the 2018 proposed line item and program budgets. The 2018 budget does not reflect the additional \$10,000 we will be receiving in 2018 because we did not have confirmation of the increase in funds at the time the Finance Committee met. This can be amended at a later time. She also stated we are setting money aside in reserves to cover van replacement for when that time comes. There was a decrease in county funding (pass-through money) because of a lower amount being paid to OWLS, based on the Calumet County average. Contracted Services Other was increased by \$8,500, reflecting the absence of the LSTA grant which normally covered a portion of the ILS maintenance. A motion was made by Muellenbach and seconded by Vollendorf to adopt the amended 2017 line item and program budgets. Motion carried. A motion was made by Muellenbach and seconded by Krajnik to adopt the proposed 2018 line item and program budgets. Motion carried.

**Adopt System Plan:** Petersen reviewed the highlights of the plan compared to years past, including changes in the planning environment section on page 2. This year Petersen and Verhelst met with library directors to help guide our plan going forward. On page 7, the addition of 'Technology' text reporting includes a list of items suggested by member library directors. Petersen will clarify on the report that the circulating "hotspots" are referring to wifi. Several minor grammatical or spelling changes will be made. A motion was made by Dietrich and seconded by Turnbull to adopt the 2018 System Plan, with minor changes. Motion carried.

**Approve 2018 Resource Library Agreement:** Petersen stated that the 2018 agreement is almost identical to recent years, except on the last page under the bulleted item 'Collection Development Recommendations' e-books and e-audiobooks have been added. A motion was made by Vollendorf and seconded by Gruetzmacher to approve the 2018 Resource Library Agreement. Motion carried. The Agreement states that MPL will maintain Sunday access, however, if MPL would find that they need to close on Sundays, the Resource Library Agreement could be amended at that time.

**Designate Auditor and Authorize Contract for 2017-2019 Audits:** A motion was made by Kjelstrup and seconded by Sehloff to designate the auditor and authorize the contract for the 2017-2019 audits, as presented in the letter from Schenck (Enclosure #16). Motion carried.

**Trustee & Member Library Directors questions and concerns:** None

**Trustee Education:** Petersen distributed an outline, along with links to recordings, slides and handouts, for the presentations which were held last month during Trustee Training Week.

**Confirm Date and Set Place of Next Meeting:** The next MCLS Board meeting will be held on Wednesday, November 29, 2017, at 6:30 p.m., at the Brillion Public Library.

Mueller suggested that trustees review the 2018 MCLS Board Meeting Dates Calendar which will be in the November packet, prior to the November Board meeting. If a number of trustees have scheduled vacations or plans for 2018 that conflict with any of these dates we can make changes, if necessary, at the November meeting.

**Adjourn:** A motion to adjourn was made at 7:25 p.m. by Kjelstrup and seconded by Krajnik. 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 Tri-County News, 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 29, 2017 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 29, 2017 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 27, 2017 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, 2017 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of October and November, 2017 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 2018-2020 (enclosure #10)
  - b. Designate Banking Institutions for 2018 *ACTION REQUESTED*
  - c. Appoint Board Officer Nominating Committee to nominate officers for 2018
11. Trustee & Member Library Directors questions and concerns
12. Trustee Education
13. Select dates for 2018 meetings and confirm date (January 31) and set place for next meeting (enclosure #11) *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 29, 2017  
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 29, 2017, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Carol Gruetzmacher, Cheryl Kjelstrup, Mary Muellenbach, Ray Mueller, Cheryl Nessman, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

**Members Absent:** Rani Beckner, Julie Grinde, Michelle Krajnik, Natalie Long, Robert Vollendorf

**Others Present:** Rebecca Barry, Jeff Dawson, Judy Dietrich, Connie Griseto, D Hankins, Chris Moede, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Turnbull to accept the minutes of the September 27, 2017, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Mueller circulated a publication from "Future 15", listing young professionals of Manitowoc County, and featuring Board member Jeremy Sehloff and member library Director Kristin Stoeger.

**Financial Business:** A motion was made by Muellenbach and seconded by Kjelstrup to approve the September and October 2017 financial reports. Motion carried.

A motion was made by Kjestrup and seconded by Nessman to approve the October and November 2017 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Gruetzmacher to approve the LARS financial report through October 2017. Motion carried.

A motion was made by Nessman and seconded by Kjelstrup to approve the Reach Out and Read report through October 2017. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen gave an overview of the upcoming vote by the FCC regarding net neutrality. She will send trustees a link to an ALA article and email petition.

The BPL Trust Fund will deposit a \$1,000 grant from the Endries Family Foundation for Reach Out and Read. We are not expecting any more grant funding for Reach Out and Read for this year.

Discussion was held concerning the upcoming Calumet County Board meeting, which will address the changes to the *Calumet County Library Agreement and Plan for Public Library Service*.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst is continuing to work on security software for the public computers and has made much progress in dealing with some of the issues that had been occurring.

**Member Library Directors' Reports:** Reports were presented by Chris Moede, Kristin Stoeger, Jeff Dawson, D Hankins and Rebbecca Barry. Petersen has been in discussion with a very knowledgeable consultant from South Central Library System regarding providing assistance for CPL's building project. She noted that MCLS would be willing to cover the fee for the consulting service, not to exceed \$500.

**Unfinished Business:** None

**New Business:**

**Update of Board member appointments and reappointments for 2018-2020:**

Five Board members had terms expiring at the end of 2017. Schwalenberg-Kessler and Sehloff have agreed to remain on the MCLS Board for another term. Petersen will contact Grinde to determine if she will remain on the Board. Gruetzmacher and Long have declined reappointment. Petersen thanked them for their service to the MCLS Board and is currently seeking new Board members to fill three vacancies for Manitowoc County.

**Designate Banking Institutions for 2018:** Kjelstrup moved that we continue with the two banks that we have been using – Bank First National and Investors Community Bank. Seconded by Muellenbach. Motion carried.

**Appoint Board Officer Nominating Committee to nominate officers for 2018:**

Nessman, Schwalenberg-Kessler and Turnbull volunteered for the Board Officer Nominating Committee. They will contact Board members via email and bring the information to the January 2018 meeting.

**Trustee & Member Library Directors questions and concerns:** Discussion was held concerning what it would take for our Board Officer terms to be two years instead of the current one-year term. This would need to be changed in our bylaws, which would require two Board meetings – one to propose and one to vote. Another possible change suggested for our bylaws is to combine the Secretary and Treasurer into one position. Other language in the bylaws could also be looked at, including where it states that all of our meetings will be held at MPL unless otherwise designated.

**Trustee Education:** The revised *Calumet County Library Agreement and Plan for Public Library Service* will be voted on at the Calumet County Board meeting being held on December 19, 2017, at 8:30 a.m.

Dawson gave an overview on the progress of the PLSR Project. He is the leader of the Resource Library Workgroup. He also referred Board members to the PLSR.info website to follow the progress being made. Petersen added that Russell Consulting will be selecting library directors, from a list of those who volunteered, to form PLSR focus groups. Directors from our system who have volunteered include Hankins, Moede and Stoeger. It was also noted that the PLSR regional meetings have been informative.

Library Legislative Day will be held on Tuesday, February 20. Registration forms were distributed in the Board folders. It is a good opportunity to meet the legislators and MCLS will cover the registration cost for trustees who are interested in attending.

**Select Dates for 2018 meetings and confirm date (January 31) and set place for next meeting:**

A motion was made by Dietrich and seconded by Kjelstrup to approve the 2018 meeting dates and places as presented in Enclosure #11. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 31, 2018, at 6:30 p.m., at the Manitowoc Public Library. Mueller reminded trustees to notify us if you're not going to be able to make a meeting on any of the dates presented.

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

Respectfully submitted,

Connie Griseto