

**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, January 30, 2019 at 6:30 o'clock p.m. The meeting will be held at the Manitowoc Public Library, Manitowoc, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING**

**Wednesday, January 30, 2019 at 6:30 p.m.**

Manitowoc Public Library

Board Room

707 Quay Street

Manitowoc, WI 54220

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 28, 2018 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. Presentation by Courtney Pelot, United Way Manitowoc County's Marketing and Brand Strategy Manager
6. Financial Business
  - a. November and December 2018 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2018 and January 2019 bills (enclosures #4, and #5)  
*ACTION REQUESTED*
  - c. LARS financial report through December 2018 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
7. System Director's report (enclosure #8)
8. System IT/ILS Specialist's report (enclosure #9)
9. Reports from directors of member libraries
10. Unfinished business
11. New business
  - a. Authorize President to sign the 2018 Annual Report *ACTION REQUESTED*
12. Trustee education – Letter drafted to MCLS area state Legislators (enclosure #10) *ACTION REQUESTED*
13. Confirm date and set place for March 27<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. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, January 30, 2019 at 6:30 p.m.**

Manitowoc Public Library  
Board Room  
707 Quay Street  
Manitowoc, WI 54220

**AGENDA**



1. Call meeting to order (Proper notice has been given.)
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**Public Notice of the Meeting of the  
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Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and 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, February 6, 2019 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, February 6, 2019 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 28, 2018 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. Presentation by Courtney Pelot, United Way Manitowoc County's Marketing and Brand Strategy Manager
6. Financial Business
  - a. November and December 2018 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
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  - c. LARS financial report through December 2018 (enclosure #6) *ACTION REQUESTED*
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  - a. Authorize President to sign the 2018 Annual Report *ACTION REQUESTED*
12. Trustee education – Letter drafted to MCLS area state Legislators (enclosure #10) *ACTION REQUESTED*
13. Confirm date and set place for March 27<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  
February 6, 2019  
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, February 6, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff

**Members Absent:** Rani Beckner, Cheryl Kjelstrup, Michelle Krajnik, Mary Muellenbach, Peggy Turnbull

**Others Present:** Connie Griseto, Rachel Hitt, Courtney Pelot (until 6:45 p.m.), Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Baumann to accept the minutes of the November 28, 2018, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Petersen stated that we received a Manitowoc County Clerk notice, reappointing Turnbull to the Board.

Petersen circulated a Valders Journal article about the *MCLS Reads* community read program.

Mueller stated that The Country Today newspaper featured three stories about rural libraries. Petersen will email a link to trustees and directors.

**Presentation:** Courtney Pelot, Marketing and Brand Strategy Manager for United Way-Manitowoc County, gave an overview of current projects she is involved with for United Way and discussed literacy-related topics with trustees.

**Financial Business:** A revised Enclosure #3-December 2018 financial report was handed out at the meeting. A motion was made by Grinde and seconded by Hunter to approve the November and revised December 2018 financial reports. Motion carried.

A motion was made by Baumann and seconded by Grinde to approve the December 2018 and January 2019 payment of bills. Motion carried.

A motion was made by Baumann and seconded by Schwalenberg-Kesler to approve the LARS financial report through December 2018. Motion carried. Petersen gave an overview of the LARS fund, stating that it was initially set up when MCLS needed to replace servers every five years, so that libraries could set aside funds for future technology purchases.

A motion was made by Grinde and seconded by Baumann to approve the Reach Out and Read report through December 2018. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen is working with MPL on creating a donation request letter which we plan to send to local businesses and organizations.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst has been working on resolving a minor glitch with the recent address updates.

**Member Library Directors' Reports:** Reports were presented by Kristin Stoeger, Rachel Hitt, Ray Mueller for Chilton Public Library, and Rebecca Petersen for Kiel Public Library and Lester Public Library.

Mueller also added that there are many events going on in our libraries related to the *MCLS Reads* community read program.

Grinde stated that in May the League of Women Voters of Manitowoc County will be hosting a presentation by Wisconsin Poet Laureate Margaret Rozga.

**Unfinished Business:** None

**New Business:**

**Authorize President to sign the 2018 Annual Report:** A motion was made by Hunter and seconded by Baumann to authorize the president to sign the 2018 annual report when it is completed. Motion carried. The report will need to be submitted to the DPI by March 1, 2019. A copy will be included in the March meeting packet.

**Trustee Education:**

**Letter drafted to MCLS area state legislators:** A motion was made by Hunter and seconded by Grinde to approve sending the letter, which was included in the packets as Enclosure #10, to our legislators prior to Library Legislative Day. Petersen will make minor revisions and Mueller will sign the letter prior to mailing. Motion carried.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, March 27, 2019, at 6:30 p.m., at the New Holstein Public Library.

**Adjourn:** A motion to adjourn was made at 7:26 p.m. by Baumann and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Connie Griseto

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**MANITOWOC-CALUMET LIBRARY SYSTEM  
BOARD MEETING**

**Wednesday, March 27, 2019 at 6:30 p.m.**

New Holstein Public Library  
2115 Washington Street  
New Holstein, WI 53061

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the February 6, 2019 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. Review of 2018 audit financial statements by CLA (enclosure #11) *ACTION REQUESTED*
6. Financial Business
  - a. January and February 2019 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of February and March 2019 bills (enclosures #4, and #5) *ACTION REQUESTED*
  - c. LARS financial report through February 2019 (enclosure #6) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
7. System Director's report (enclosure #8)
8. System IT/ILS Specialist's report (enclosure #9)
9. Reports from directors of member libraries
10. Unfinished business
  - a. 2018 Manitowoc-Calumet Library System Annual Report (enclosure #10)
11. New Business
  - a. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
12. Trustee Education – PLSR Final Recommendation Report (enclosure #12)
13. Confirm date and set place for May 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  
March 27, 2019  
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 27, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Linda Hunter, Mary Muellenbach, Ray Mueller, Peggy Turnbull

**Members Absent:** Jim Baumann, Rani Beckner, Michelle Krajnik, Darcie Schwalenberg-Kesler, Jeremy Sehloff

**Others Present:** Julia Davis, Jeff Dawson, Connie Griseto, Bryan Grunewald (until 6:55 p.m.), D Hankins, Rachel Hitt, Rebecca Petersen, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Grinde to accept the minutes of the February 6, 2019, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Road construction projects in the Manitowoc area may affect the routes that some trustees would take to our July Board meeting at Lester Public Library in Two Rivers. Manitowoc County/City maps were available for those coming from Calumet County who may want to take an alternate route. MCLS staff will also keep trustees updated on road closures and alternate routes, prior to the July meeting.

Wisconsin DPI has accepted Stoeger's nomination of Petersen to the LSTA Advisory Committee.

**Review of 2018 Audit Financial Statements by CLA:** The 2018 Annual Financial Report and Management Communications were distributed to trustees at the meeting, and electronic copies were emailed prior to the meeting. Bryan Grunewald of CLA (formerly Schenck) gave an overview of the report and answered questions. A motion to accept the 2018 audit report was made by Dietrich and seconded by Turnbull. Motion carried.

**Financial Business:** A motion was made by Turnbull and seconded by Grinde to approve the January and February 2019 financial reports. A correction will be made to the footer on the year-to-date report, for Item B, changing the year to 2018. Motion carried.

A motion was made by Kjelstrup and seconded by Hunter to approve the February and March 2019 payment of bills. On the March Visa Detail report, under Charter Communications, the date for the CPL bill will be corrected to state 1/16/19 - 2/15/19. Motion carried.

A motion was made by Muellenbach and seconded by Grinde to approve the LARS financial report through February 2019. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the Reach Out and Read report through February 2019. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen and Stoeger were not able to attend Library Legislative Day due to weather conditions, but they have six appointments set up on April 3 to meet with legislators. Some of our member libraries have sent letters, and others are in the process of drafting letters, to legislators.

Petersen has recently become a member of the Kiwanis Club of Manitowoc.

**System IT/ILS Specialist's Report:** A written report was included in the packets. At this time we have decided not to purchase EZProxy (for access to Newspaper Archives outside of the library) because of the expense. Verhelst has also been working on various reports, as well as software changes and fixes.

**Member Library Directors' Reports:** Reports were presented by D Hankins, Rachel Hitt, Rebecca Petersen for Manitowoc Public Library, Julia Davis, Jeff Dawson, and Ray Mueller for Chilton Public Library.

#### **Unfinished Business:**

**2018 Manitowoc-Calumet Library System Annual Report:** The MCLS 2018 Annual Report was sent to DPI in late February, and was included in the Board packets (Enclosure #10). The printed version of the report had several minor glitches that do not appear on the electronic version of the report which was submitted online.

#### **New Business:**

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

<u>Calumet County</u>	Wednesday, May 15, 2019 - 5:00 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Thursday, May 16, 2019 - 5:00 p.m. at Manitowoc Public Library

#### **Trustee Education:**

**PLSR Final Recommendation Report:** The PLSR project Steering Committee Final Recommendation Report (included in the Board packets as Enclosure #12) has been submitted to the DPI Superintendent. COLAND (Council on Library and Network Development) has scheduled four listening sessions throughout the state, as a final opportunity for community input. Petersen distributed a list of the locations and times for the sessions, which also included a list showing the type of feedback COLAND is interested in. Petersen will attend one of the listening sessions and will collect feedback from trustees and library directors prior to that meeting.

Several areas that PLSR workgroups studied were not presented in the final report, including Technology, Chapter 43, and Resource Libraries - possibly because changes would be very complex at this time.



Some trustees expressed that the voluntary, unforced, incremental approach to future changes would be preferable. Trustees and library directors felt that although our System is small, we are able to provide many necessary services to our member libraries at an affordable cost to them.

MCLS is already collaborating with other systems with the recent 2019 NEWI (Northeast Wisconsin) Continuing Education Agreement, and there is a possibility of a marketing collaboration with Nicolet Federated Library System in the future.

It was noted that MCLS has looked into system mergers in the past. Concerns from member library directors included that their expenses would most likely significantly increase. Also of concern was that there was no financial impact shown in the Final PLSR Report.

It was noted that many decisions are made at a county or city level, and we would not want to lose the local connection if merging with another system, as it may make that communication more difficult.

Petersen will not present the PLSR Final Report during her upcoming meetings with legislators, because it has not yet been fully endorsed by the DPI Superintendent. There was some concern from trustees that legislators could move on the Report's recommendations too quickly, including the reduction in the number of systems, without understanding the background and possible impact it may have.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, May 29, 2019, at 6:30 p.m., at the Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 7:50 p.m. by Muellenbach and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

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 Special Meeting of the Manitowoc-Calumet Library System will be held on Monday, April 29, 2019 at 5:30 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:

**Special Meeting of the Manitowoc-Calumet Library System**  
**Monday, April 29, 2019 at 5:30 p.m.**  
Manitowoc Public Library  
707 Quay Street, WI 54220

**AGENDA**

1. Call to Order (proper notice has been given)
2. Public Comment
3. Communications
4. Approve purchase of new delivery van (enclosure #1) *ACTION REQUESTED*
5. Adjourn

***If you are unable to attend, please notify Rebecca Petersen at (920) 686-3051, (email: [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 920-686-3051 (telephone) at least 48 hours in advance.

**Minutes of the  
Manitowoc-Calumet Library System  
Special Meeting of the Board of Trustees  
April 29, 2019  
Manitowoc Public Library**

The special meeting of the Manitowoc-Calumet Library System Board of Trustees was called to order at the Manitowoc Public Library on Monday, April 29, at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Jim Baumann, Rani Beckner (5:33 p.m.), Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Michelle Krajnik, Mary Muellenbach, Ray Mueller, Jeremy Sehloff (5:35 p.m.), Peggy Turnbull

**Members Absent:** Darcie Schwalenberg-Kesler

**Others Present:** Connie Griseto, Rebecca Petersen

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**Public Comment:** None

**Communications:** None

**Approve purchase of a new delivery van (enclosure #1):** Petersen presented the Ewald Automotive Group quote worksheet, which was included in the meeting packets. She explained that we thought it would be a good time to trade in our current van, while it still has considerable value and before we have to start investing a lot of money into an older vehicle. We have budgeted sufficient funds in our Van Replacement reserve account for the purchase. She also noted that a local company will be able to print the logo on the van for approximately \$285.

A motion was made by Dietrich and seconded by Kjelstrup to approve the purchase of the new 2019 Chevy Express 2500 cargo van as stated in enclosure #1. Motion carried. The van will now be ordered and we expect delivery in 90-120 days.

**Adjourn:** There being no further business to discuss, the meeting adjourned at 5:38 p.m. by consensus of the Board.

Respectfully submitted,

Connie Griseto

**Public Notice of the Meeting of the  
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BOARD OF TRUSTEES MEETING**

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, May 29, 2019 at 6:30 p.m.**

Kiel Public Library  
511 Third Street  
Kiel, WI 53042

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 27, 2019 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Minutes of the April 29, 2019 Special Meeting of the Board of Trustees (enclosure #2) *ACTION REQUESTED*
4. Public comment (general comment on issues germane to operations of MCLS)
5. Communications (any correspondence received germane to operations of MCLS)
6. Financial Business
  - a. March and April, 2019 financial reports (enclosures #3 & #4) *ACTION REQUESTED*
  - b. Payment of April and May, 2019 bills (enclosure #5 & #6) *ACTION REQUESTED*
  - c. LARS financial report through April 2019 (enclosure #7) *ACTION REQUESTED*
  - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
7. System Director's report (enclosure # 9)
8. System IT/ILS report (enclosure #10)
9. Reports from directors of member libraries
10. Unfinished business
11. New business
  - a. Annual County meetings report
  - b. Proposed Amendment to the Constitution and Bylaws located in Article V Meetings (enclosure #11) *ACTION REQUESTED*
  - c. Approve county reimbursement to NHPL for 2017 self-check circulation *ACTION REQUESTED*
12. Trustee Education - PLSR Update
13. Confirm date July 31, 2019 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 29, 2019  
Kiel Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Kiel Public Library on Wednesday, May 29, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Linda Hunter, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull

**Members Absent:** Jim Baumann, Mary Muellenbach, Jeremy Sehloff

**Others Present:** Rebbecca Barry, Julia Davis, Connie Griseto, D Hankins, Rebecca Petersen, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Grinde to accept the minutes of the March 27, 2019, MCLS Board meeting. Motion carried.

A motion was made by Dietrich and seconded by Hunter to accept the minutes of the April 29, 2019 Special Meeting of the Board of Trustees. Motion carried.

**Public Comment:** None

**Communications:** Trustees were reminded that with the draft minutes now being emailed to trustees within several days of the Board meetings, discussion of Board business amongst trustees is only to be done at the Board (or Committee) meetings.

Petersen announced that we received notification from DPI (Department of Public Instruction) of our second state aid payment for 2019 in the amount of \$83,225.

**Financial Business:** A motion was made by Kjelstrup and seconded by Turnbull to approve the March and April 2019 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Grinde to approve the April and May 2019 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Grinde to approve the LARS financial report through April 2019. Motion carried.

A motion was made by Hunter and seconded by Turnbull to approve the Reach Out and Read report through April 2019. Motion carried.

Petersen stated that all Reach Out and Read revenue and expenditures are reported solely on the Reach Out and Read report in the packets, and not included on the MCLS financial reports. This will prevent the Reach Out and Read financial information from being combined with the MCLS totals.

**System Director's Report:** A written report was included in the Board packets. The Joint Finance Committee declined an increase in funding for library systems, however, they are proposing that library systems remain at the level they are currently at for 2020 and 2021.

The LARS (Libraries Automated Resource Sharing) Consortium will be discussing the *'first in, first out vs. local holds'* policy, in an effort to come to an agreement on whether holds should go to the first patron on the holds list of the owning library, or to the first patron on the holds list if that patron is from another member library.

The digitization collaboration with SCLS (South Central Library System) is helping SCLS to keep the digitization staff position funded. The training being offered includes entering accurate metadata records, scanning pages, creating search words, and hosting on a platform where it is searchable. NHPL Director D Hankins is planning to intern and work on digitizing family histories. MPL is looking into digitizing yearbooks.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst worked on the issue with NHPL self-check circulation numbers and determined the correct amount of circulations belonging to NHPL.

Verhelst recently attended the SWIG (SirsiDynix Wisconsin Interest Group) Conference in Kenosha.

**Member Library Directors' Reports:** Reports were presented by Julia Davis, D Hankins, Rebecca Barry and Rebecca Petersen for LPL, BPL and MPL.

#### **Unfinished Business:**

None

#### **New Business:**

**Annual County Meetings Report:** The Calumet County meeting had good attendance. The Manitowoc County meeting materials had several revisions including NHPL's circulation numbers, and the operating budget numbers for BPL and KPL. The revised numbers were discussed with and agreed upon with the Manitowoc County Comptroller prior to the meeting and revised information was distributed at the meeting. In upcoming years Petersen plans to work with the directors in determining specific, detailed operating budget numbers.

**Proposed Amendment to the Constitution and Bylaws located in Article V Meetings (Enclosure #11):** Article V - Meetings, Section 3: Special Meetings, of the MCLS Constitution and Bylaws, was included in the packets. The proposed change adds the MCLS Director to the list of those allowed to call a special meeting. A motion was made by Turnbull and seconded by Hunter to approve the proposed amendment to Article V - Meetings, giving the MCLS Director authority to call a special meeting. Motion carried.

**Approve County Reimbursement to NHPL for 2017 Self-check Circulation:** Petersen explained that there was an issue with NHPL's new self-check unit, installed in 2017, where the port assignment credited CPL with those circulations. The circulation numbers for 2018 and 2019 were corrected before impacting county reimbursements, however the 2017 county reimbursements had already been paid to the libraries.

Petersen proposed that MCLS reimburse NHPL for county revenue lost from 2017. She distributed a document showing the number of NHPL circulations that were not captured correctly in 2017, along with three proposed options for reimbursement. A motion was made by Hunter and seconded by Turnbull to approve Option #1 for payment of \$1,270 to NHPL to cover 2017 county revenue lost due to the self-check unit problem. The motion carried, with six votes in favor and two votes against.

#### **Trustee Education:**

**PLSR Update:** COLAND offered listening sessions in four different areas of the state as well as an online listening session. Comments from those who spoke were in favor of system changes happening organically and not being forced. System standards and the funding formula are areas that could be further discussed. Everyone seems in favor of the continuing education portal. COLAND will revise the recommendations and present the report to the DPI Superintendent in July 2019. The PLSR Steering Committee and Workgroups have been dissolved.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, July 31, 2019, at 6:30 p.m., at Lester Public Library. There are road construction projects in the Manitowoc and Two Rivers areas so trustees should plan their routes accordingly.

**Adjourn:** A motion to adjourn was made at 7:30 p.m. by Grinde 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 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 31, 2019 at 6:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, WI 54241. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, July 31, 2019 at 6:30 p.m.**

Lester Public Library  
1001 Adams Street  
Two Rivers, WI 54241

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 29, 2019 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 2019 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of June and July 2019 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through June 2019 (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. Approve cost to refinish/weatherize book drop located in Valders (*ACTION REQUESTED*)
  - b. Schedule Finance Committee Meeting to review 2020 Budget Proposal and 2019 Budget Revision
  - c. Schedule Personnel Committee meeting for Director's annual performance review
11. Trustee Education – PLSR Implementation Strategy DRAFT document (enclosure #10)
12. Confirm date September 25, 2019 and set place for meeting
13. Motion to adjourn

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



**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
July 31, 2019  
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Lester Public Library on Wednesday, July 31, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Julie Grinde, Linda Hunter, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Ron Ziolkowski

**Members Absent:** Jim Baumann, Cheryl Kjelstrup, Chuck Krueger, Mary Muellenbach

**Others Present:** Jeff Dawson, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

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Mueller welcomed new trustee Ron Ziolkowski and led the introductions.

**Minutes:** A motion was made by Turnbull and seconded by Hunter to accept the minutes of the May 29, 2019, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** We received notifications from Manitowoc County, approving the appointment of two new trustees to the MCLS Board - Chuck Krueger and Ron Ziolkowski.

Schadrie received an email from Hunter regarding Tammy Baldwin's support of IMLS (Institution of Museum and Library Services) funding.

Schadrie noted that we currently have 13 trustees and could have as many as 15.

**Financial Business:** A motion was made by Turnbull and seconded by Grinde to approve the May and June 2019 financial reports. Motion carried.

A motion was made by Grinde and seconded by Turnbull to approve the June and July 2019 payment of bills. Motion carried.

A motion was made by Dietrich and seconded by Hunter to approve the LARS financial report through June 2019. Motion carried.

A motion was made by Hunter and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through June 2019. Motion carried.

Schadrie noted that Prevea Manitowoc Health Center is very close to becoming approved for participation in the Reach Out and Read program.

**System Director's Report:** A written report was included in the Board packets. The insurance company of the person who backed into our van will be fully covering the extra costs incurred due to the accident. We are scheduled to pick up the new van on Monday, August 5, 2019.

The 2020 state budget passed with the same funding for library systems as 2019.

The Library Technology and Resource Sharing Plan for 2020-2024 needs to be approved by November 2019. Schadrie and Verhelst have been conducting interviews with member library directors and personnel to get feedback for the new plan.

**System IT/ILS Specialist's Report:** A written report was included in the packets. We received two digitization kits for the libraries to use and have been holding and attending training sessions. Verhelst and Schadrie recently attended a training session in Keshena, along with people from other systems who are also working on digitization projects.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, Kristin Stoeger, Rachel Hitt, and Ray Mueller for Chilton Public Library.

**Unfinished Business:** None

**New Business:**

**Approve cost to refinish/weatherize book drop located in Valders:** Schadrie noted that the Valders book drop is very well used. We received it, and another used book drop which we have located in Hilbert, several years ago from Chilton Public Library. The Hilbert book drop was professionally finished by Valders Auto Body at no cost to MCLS and is holding up very well. We collaborated with the Valders High School art department to paint and decorate the Valders book drop. The type of paint used does not hold up to the elements as well and is starting to peel, resulting in rust towards the bottom. Schadrie received a quote from Valders Auto Body for \$550-\$600 to refinish the Valders book drop. Another quote received in the past from another body shop was for a higher amount. A similar, brand new book drop would cost at least \$4,300. A motion was made by Grinde and seconded by Hunter to authorize Valders Auto Body to refinish the Valders book drop. Motion carried.

**Schedule Finance Committee Meeting to Review 2020 Budget Proposal and 2019 Budget Revision:** Schadrie will contact new trustee Chuck Krueger to invite him to the Finance Committee meeting. If he is unable to be on the Committee, Hunter will fill this position. The Finance Committee, consisting of Kjelstrup, Mueller and either Krueger or Hunter, will meet at 5:30 p.m. on Wednesday, August 21, 2019, at the Manitowoc Public Library.

**Schedule Personnel Committee Meeting for Director's annual performance review:** The Personnel Committee, consisting of Kjelstrup, Mueller and Turnbull, will meet at 6:00 p.m. on Wednesday, August 21, 2019, at the Manitowoc Public Library. Mueller noted that Kjelstrup prepares and sends out the Director Performance Review and prefers to have it returned to her by Labor Day weekend.

**Trustee Education:**

**PLSR Implementation Strategy Draft Document:** This document was included in the Board packets. The document prioritized PLSR recommendations based on feedback received from the COLAND listening sessions.

Schadrie also handed out Trustee Training Week pamphlets, showing information about the webinars available for trustees to tune into the week of August 12-16, 2019.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, September 25, 2019, at 6:30 p.m., at Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 7:20 p.m. by Dietrich and seconded by Grinde. 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 25, 2019 at 6:30 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, September 25, 2019 at 6:30 p.m.**

Chilton Public Library  
221 Park Street  
Chilton, WI 53014

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 31, 2019 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, 2019 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of July 31, August and September, 2019 bills (enclosures #4, #5, and #6) *ACTION REQUESTED*
  - c. July and August, 2019 LARS financial report (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. Personnel Committee report (enclosures #11 and #12) *ACTION REQUESTED*
  - b. Adopt Line Item and Program Budgets (enclosures #13 and #14) *ACTION REQUESTED*
  - c. Adopt System Plan (enclosure #15) *ACTION REQUESTED*
  - d. Approve NEWI Continuing Education Services Agreement for 2020-2022 (enclosure #16)
11. Trustee Education – ALA Library Bill of Rights (enclosure #17)
12. Confirm and set place for November 20, 2019 meeting
13. Motion to adjourn

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

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
September 25, 2019  
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 25, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Mary Muellenbach, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Ron Ziolkowski

**Members Absent:** Jim Baumann, Julie Grinde

**Others Present:** Rebecca Barry, Connie Griseto, Therese Gross, Tom Gross, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst, Glenny Whitcomb

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**Minutes:** A motion was made by Dietrich and seconded by Beckner to accept the minutes of the July 31, 2019, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Schadrie circulated an article from the Herald Times Reporter about libraries facing a new crisis concerning mental health issues.

**Financial Business:** A motion was made by Kjelstrup and seconded by Turnbull to approve the July and August 2019 financial reports. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the July 31, August and September 2019 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Hunter to approve the LARS financial report through August 2019. Motion carried.

A motion was made by Hunter and seconded by Kjelstrup to approve the Reach Out and Read report through August 2019. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Prevea Health in Manitowoc began handing out Reach Out and Read books on September 23. There are currently three clinics (Aurora, Holy Family, and Prevea) in Manitowoc County and one (Bellin) in Calumet County participating in the program. Two more Aurora clinics' applications are on hold because there is not enough staff to handle additional clinics. Schadrie noted that Reach Out and Read is affiliated with the Children's Health Alliance of Wisconsin.

The Kiwanis Club of Manitowoc will be funding books for the Welcome Baby Program in Manitowoc County.

The libraries will be providing space for the League of Women Voters to provide information for voter registration.

**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 with IT staff from other library systems, where the focus was collaborative projects. LSTA funds have been used to purchase hardware to allow systems to have a place to back up their servers. We use the cloud for our backups, so will not need to use these servers. In the future there will be storage for digital collections, which we may be able to use.

**Member Library Directors' Reports:** Reports were presented by Glenny Whitcomb, Rebecca Barry, Kristin Stoeger, D Hankins, Rachel Hitt, and Rebecca Schadrie for Kiel Public Library.

**Unfinished Business:** None

**New Business:**

**Personnel Committee Report:** Enclosures #11 Director Evaluation and #12 Board Goals were included in the packets. Kjelstrup reported that there was a good return on the surveys, with a reminder to indicate whether you're a trustee, director or MCLS staff when filling out future surveys. She reported overall very positive results and comments. A few suggestions for improvement are incorporated into the goals listed on the Director Evaluation.

The Board goals are similar to previous years. Mueller encouraged trustees with MCLS business cards to make use of them, and if any trustees are in need of business cards, please notify the MCLS office.

A motion was made by Kjelstrup and seconded by Dietrich to accept the Personnel Committee Director Evaluation and the Board Goals as presented in Enclosures #11 and #12. Motion carried.

**Adopt Line Item and Program Budgets:** Schadrie explained that the 2019 Amended Budget reserves were reduced by the amount of the van purchase. She also noted that \$7,000 - \$8,000 was earmarked for electronic titles that are in high demand, so that they will first be checked out to patrons within our system before being checked out to patrons throughout the state. There are not a lot of changes with the 2020 Proposed Budget. Staff raises are figured into the salaries and benefits. The amount of state aid that we will receive in 2020 and 2021 will be the same (\$332,902) as in 2019.

Discussion was held regarding continuing education. The collaboration with Winnefox under the NEWI (Northeast Wisconsin) Continuing Education Agreement is available to our member library directors, staff and trustees, and directors also make use of the many free webinars available.

A motion was made by Kjelstrup and seconded by Turnbull to adopt the 2019 Amended Budget and 2020 Proposed Budget as presented in Enclosures #13 and #14. Motion carried.

**Adopt System Plan:** The System Plan was included in the packets as Enclosure #15. A motion was made by Dietrich and seconded by Muellenbach to adopt the 2020 System Plan, with minor agreed-upon corrections. Motion carried.

**Adopt NEWI Continuing Education Agreement for 2020-2022:** The 2020-2022 NEWI (Northeast Wisconsin) Continuing Education Agreement was included in the packets. Under the Agreement Winnefox Library System provides planning and in-service training opportunities for MCLS, NFLS (Nicolet Federated Library System) and OWLS (Outagamie-Waupaca Library System) library personnel and trustees. Schadrie noted that Winnefox has been providing a lot of opportunities for these systems. A motion was made by Dietrich and seconded by Beckner to approve the NEWI Continuing Education Agreement for 2020-2022, as presented in Enclosure #16. Motion carried.

#### **Trustee Education:**

**ALA Library Bill of Rights:** Discussion was held regarding the ALA Library Bill of Rights and the Freedom to Read Statement which were included in the packets. It was noted that these are principles that libraries need to stand by and both libraries and trustees should become familiar with these documents. Schadrie noted that we will be looking at inclusive services more in the coming years.

Kjelstrup stated that Trustee Training Week webinar archives are now available online. She especially recommends "*Effective Library Advocacy*" by Connie Meyer and "*Recruiting and Retaining Library Directors and Staff*" by Pat Wagner. The webinars are available at [www.wistrusteetraining.com/archive](http://www.wistrusteetraining.com/archive).

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, November 20, 2019, at 6:30 p.m., at Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 7:22 p.m. by Turnbull and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto

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

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and 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 20, 2019 at 6:30 o'clock p.m. The meeting will be held at the Brillion Public Library, Brillion, WI 54110. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, November 20, 2019 at 6:30 p.m.**

Brillion Public Library  
326 North Main Street  
Brillion, WI 54110

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 25, 2019 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, 2019 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of September 24, October and November, 2019 bills (enclosures #4, #5, and #6) *ACTION REQUESTED*
  - c. LARS financial report (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 of Board member appointments and reappointments for 2020-2022 (enclosure #11)
  - b. Designate Banking Institutions for 2020 *ACTION REQUESTED*
  - c. Approve MCLS Board meeting alternative(s) to in-person attendance *ACTION REQUESTED*
  - d. Approve Technology and Resource Sharing Plan 2020-2024 (enclosure #12) *ACTION REQUESTED*
  - e. Approve 2020 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
  - f. Appoint Board Officer Nominating Committee to nominate officers for 2020-2021
11. Trustee Education – PLSR Recommendations Implementation Timeline
12. Select dates for 2020 meetings and confirm date (January 29) and set place for next meeting (enclosure #14) *ACTION REQUESTED*
13. Motion to adjourn

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



**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
November 20, 2019  
Brillion Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Brillion Public Library on Wednesday, November 20, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Mary Muellenbach, Ray Mueller, Jeremy Sehloff, Ron Ziolkowski

**Members Absent:** Jim Baumann, Rani Beckner, Darcie Schwalenberg-Kesler, Peggy Turnbull

**Others Present:** Julia Davis, Jeff Dawson, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoege, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Kjelstrup to accept the minutes of the September 25, 2019, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Grinde stated that the League of Women Voters has contacted LPL and MPL to set dates for voter registration. Someone will also go to the other four libraries to assist with registration.

Schadrie announced that Mary Muellenbach is resigning from the MCLS Board and thanked her for many years of dedication to the System and member libraries, including her participation in the formation of Manitowoc-Calumet Library System in 1977. She also served the Calumet County libraries prior to that. An award was presented and Muellenbach spoke about her service and provided advice to other trustees.

Mueller reminded trustees to make use of their MCLS trustee business cards and to contact the MCLS office to order cards for those who do not yet have them.

**Financial Business:** A motion was made by Kjelstrup and seconded by Grinde to approve the September and October 2019 financial reports. Motion carried.

A motion was made by Muellenbach and seconded by Kjelstrup to approve the September 24, October and November 2019 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Hunter to approve the LARS financial report through October 2019. Motion carried.

A motion was made by Kjelstrup and seconded by Krueger to approve the Reach Out and Read report through October 2019. Motion carried. Schadrie noted that both Aurora Health Care and Holy Family Memorial have been contributing money towards the Reach Out and Read books purchased for their clinics. A volunteer at LPL prepares the books to get them ready for delivery to the clinics.

**System Director's Report:** A written report was included in the Board packets. Schadrie recently attended a meeting for system directors, focusing on DPI compliance issues.

Schadrie noted that since MCLS and member libraries switched to cable providers for Internet service (in late 2015) we have experienced very good service and lower costs.

**System IT/ILS Specialist's Report:** A written report was included in the packets. Verhelst has been upgrading the PCs at the member libraries to Windows 10.

MCLS will be purchasing a new server to run our TM3 system (texts and phone notifications). We will not be billing the member libraries for this server.

**Member Library Directors' Reports:** Reports were presented by Rachel Hitt, Jeff Dawson, Julia Davis, Kristen Stoeger, Rebecca Schadrie and Ray Mueller for Chilton Public Library, and Ron Dietrich for New Holstein Public Library.

MPL is in the final stages of their first floor redesign project, with completion expected by December 31, 2019, and ribbon cutting in mid-February. The MCLS Board will receive a tour of the first floor prior to our Board meeting in January 2020.

**Unfinished Business:** None

**New Business:**

**Update of Board Member Appointments and Reappointments for 2020-2022:** Four Board members have terms expiring at the end of 2019. Dietrich and Kjelstrup have agreed to remain on the MCLS Board for another term. Beckner and Muellenbach have declined reappointment. Schadrie is looking for new trustees to fill the vacancies.

**Designate Banking Institutions for 2020:** Dietrich moved that we continue with the two banks that we have been using – Bank First and Investors Community Bank. Seconded by Kjelstrup. Motion carried.

**Approve MCLS Board Meeting Alternative(s) to In-person Attendance:** Discussion was held regarding the use of technology for trustees who are unable to attend a meeting in person. MCLS currently subscribes to GoToMeeting, which is an online tool that could be used. This would require that MCLS bring a laptop to Board meetings to hook up to the wi-fi network and the purchase of good quality audio equipment. We would need to develop policies or procedures and adjust the Bylaws. It was the consensus of the Board to table this topic for further discussion at a future meeting. MCLS staff will bring equipment to the January 2020 Board meeting to demonstrate how this would work.

**Approve Technology and Resource Sharing Plan 2020-2024 (Enclosure #12):** The Technology and Resource Sharing Plan 2020-2024 was included in the packets. Schadrie reviewed the changes made to the plan, noting significant updates to the Goals and Activities sections. There were a few minor suggestions for formatting and wording, which Schadrie will revise. Grinde moved to accept the Technology and Resource Sharing Plan 2020-2024 with the suggested changes. Seconded by Hunter. Motion carried.

**Approve 2020 Resource Library Agreement:** Schadrie stated that MCLS is right in line with the resource library payment, as compared to other systems in the state, and she feels confident with the Agreement we have in place and are proposing for 2020. MPL is purchasing materials requested by the member libraries, as well as Overdrive Advantage e-books and e-audiobooks. A motion was made by Hunter and seconded by Muellenbach to approve the 2020 Resource Library Agreement. Motion carried.

**Appoint Board Officer Nominating Committee to Nominate Officers for 2020-2021:** Our current officers will be completing their two-year terms. Mueller appointed Grinde, Hunter and Krueger to the Board Officer Nominating Committee. They will contact Board members who are nominated to get their acceptance, and bring information to the January 2020 Board meeting.

#### **Trustee Education:**

**PLSR Recommendations Implementation Timeline:** Schadrie reviewed the current status and timeline of the PLSR (Public Library System Redesign) project implementation plan.

**Select Dates for 2020 Meetings and Confirm Date and Set Place for Next Meeting:** A motion was made by Ziolkowski and seconded by Grinde to approve the 2020 meeting dates and places as presented in Enclosure #14. Motion carried. The next MCLS Board meeting will be held on Wednesday, January 29, 2020, at the Manitowoc Public Library. Trustees are invited to arrive early for a tour of MPL's first floor redesign. The tour is expected to start at 6:00 p.m., which MCLS will confirm when the January Board packets are distributed.

**Adjourn:** A motion to adjourn was made at 8:01 p.m. by Muellenbach and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto