

**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 29, 2020 at 6:30 o'clock p.m. The meeting will be held at the Manitowoc Public Library, Manitowoc, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, January 29, 2020 at 6:30 p.m.

Manitowoc Public Library

707 Quay Street

Manitowoc, WI 54220

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 20, 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. November and December 2019 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of November 20th and December 2019 and January 2020 bills (enclosures #4, #5, and #6) *ACTION REQUESTED*
 - c. LARS financial report through December 2019 (enclosure #7) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
6. System Director's report (enclosure #9)
7. System IT/ILS Specialist's report (enclosure #10)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Election of Officers for 2020-2021 *ACTION REQUESTED*
 - b. Authorize President to sign the 2019 Annual Report *ACTION REQUESTED*
 - c. Proposed Amendment to the Constitution and Bylaws located in Article IV Officers and Article VII Administration (enclosure #11) *ACTION REQUESTED*
11. Trustee education - Booths at County Fairs (discussion item)
12. Confirm date and set place for March 25th 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
January 29, 2020
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, January 29, 2020, at 6:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Sue Lisowe, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

Members Absent: Sarah Greuel, Ron Ziolkowski

Others Present: Rebbecca Barry, Jeff Dawson, Connie Griseto, D Hankins, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

Mueller led the introductions and welcomed new MCLS Board member Sue Lisowe.

Minutes: A motion was made by Dietrich and seconded by Turnbull to accept the minutes of the November 20, 2019, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: Schadrie circulated a thank you card from Mary Muellenbach.

Mueller made reference to an article in Harper's Magazine about how libraries provide the public with what they *need*, instead of just what they can afford. He also mentioned an article in TIME Magazine (January 27, 2020) stating the importance of programs that help young children as their brains are developing, specifically mentioning the Reach Out and Read program, and that the results are outstanding.

Schadrie noted that a new MCLS trustee, Sara Greuel, has been appointed by Manitowoc County. She also stated that Cheryl Kjelstrup and Chuck Krueger have been reappointed to the MCLS Board.

The Reach Out and Read program has not been initiated at Ascension in Calumet County. Further contact will be made with them to discuss the program and offer assistance, if needed, with startup.

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

An additional check register, dated January 23, 2020, was handed out at the meeting, as part of Enclosure #6 - January 2020 payment of bills. A motion was made by Kjelstrup and seconded by Grinde to approve the November 20, 2019, December 2019, and January 2020 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Schadrie noted that the Kiwanis Club of Manitowoc funded 800 copies of a Welcome Baby book, which is a precursor to the Reach Out and Read program.

Some things that have transpired as a result of the PLSR (Public Library System Redesign) project are that DPI is planning to hire a Project Coordinator. They are also reviewing the CE (continuing education) portal for directors, so they will have a place to keep track online of classes and credits. A discovery layer to allow patrons the ability to order materials online statewide (instead of items only available from libraries within their system) is also being investigated. An Implementation Summit will be held in June. There will be more research and planning done in the future.

There was discussion regarding the League of Women Voters. They are not allowed to register voters, however, they can assist people with the process of registering. Voter registration can be done online if a person has the ability to do so. The League of Women Voters is also willing to train staff at our libraries to understand the registration process, so they will be able to offer assistance to the public.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst has been busy setting up new Windows 10 computers for member libraries, and will be ordering nine more PCs in the near future.

Member Library Directors' Reports: Reports were presented by Kristin Stoeger, Jeff Dawson, Rachel Hitt, Rebbecca Barry, and D Hankins. Schadrie distributed a handout from Julia Davis at KPL.

Kristin Stoeger and Karen Hansen of MPL gave MCLS trustees a tour of the newly redesigned first floor, prior to the start of the MCLS Board meeting.

Unfinished Business: None

New Business:

Election of Officers for 2020-2021: The Nominating Committee (Grinde, Hunter and Krueger) presented the following officers for 2020-2021:

Ray Mueller - President
Peggy Turnbull - Vice President
Jeremy Sehloff - Secretary-Treasurer

There being no further nominations for consideration, Kjelstrup moved to close nominations for the election of officers for 2020-2021 and cast a unanimous ballot for the slate of officers as presented by the Nominating Committee. Seconded by Schwalenberg-Kesler. Motion carried.

Authorize President to sign the 2019 Annual Report: A motion was made by Dietrich and seconded by Baumann to authorize the president to sign the 2019 annual report when it is completed. Motion carried. The 2019 report will be submitted to the DPI in February and a copy will be included in the March MCLS Board meeting packet.

Proposed Amendment to the Constitution and Bylaws located in Article V -

Meetings: The suggested amendment regarding online access for trustees to attend meetings remotely was included in the Board packets as Enclosure #11. Schadrie and Verhelst gave a demonstration on how trustees would access GoToMeeting and participate in the meetings. It was recommended that, if possible, trustees notify Schadrie at least a day prior to the meeting, when they are planning to use GoToMeeting instead of attending in person. The MCLS office staff will write and distribute instructions prior to the next MCLS Board meeting.

Turnbull suggested an amendment to Enclosure #11, replacing "and" with "or". The amended sentence will read as follows:

To accommodate inclement weather or other conditions that may restrict trustee travel, board members will be provided with online access to attend remotely, allowing full participation in regular board meetings.

A motion to amend the statement as noted above was made by Kjelstrup and seconded by Turnbull. Motion carried.

A motion to adopt the Amendment to the Constitution and Bylaws, Article V Meetings, to allow online access to accommodate inclement weather or other conditions, was made by Baumann and seconded by Turnbull. Motion carried.

Trustee Education:

Booths at County Fairs: Discussion was held regarding possibly renting booths at the Calumet and Manitowoc County Fairs, as an opportunity to reach more of our rural residents. There were concerns regarding libraries not having enough staff to work at the booths.

Confirm Date and Set Place of Next Meeting: The next MCLS Board meeting will be held on Wednesday, March 25, 2020, at 6:30 p.m., at the New Holstein Public Library.

Adjourn: A motion to adjourn was made at 7:41 p.m. by Baumann 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 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 27, 2020 at 5:00 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, May 27, 2020 at 5:00 p.m.
Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220**

Online Meeting Information

Wed, May 27, 2020 4:50 PM - 7:20 PM (CDT)

Members of the public may attend the meeting in person at the address listed above, or please join my meeting from your computer, tablet or smartphone at:

<https://global.gotomeeting.com/join/322109213>

You can also dial in using your phone:

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 322-109-213

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<https://global.gotomeeting.com/install/322109213>

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 29, 2020 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
 - a. January, February, March, and April 2020 financial reports (enclosures #2, #3, #4 & #5) *ACTION REQUESTED*
 - b. Payment of February, March, April, and May 2020 bills (enclosures #6, #7, #8 & #9) *ACTION REQUESTED*
 - c. LARS financial report through April 2020 (enclosure #10) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #11) *ACTION REQUESTED*
6. System Director's report (enclosure # 12)
7. System IT/ILS report (enclosure #13)
8. Reports from directors of member libraries
9. Unfinished business
 - a. 2019 Manitowoc-Calumet Library System Annual Report (enclosure #14)
10. New business
 - a. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUIRED*
 - b. Review of 2019 audit financial statements by CLA (enclosure #15) *ACTION REQUESTED*
11. Trustee Education-COVID-19/library services update
12. Confirm date July 29, 2020 and set place for meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Schadrie, 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 27, 2020
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, May 27, 2020, at 5:04 p.m., by President of the Board, Ray Mueller.

Members Present: Ron Dietrich, Sarah Greuel, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger (until 5:37 p.m.), Sue Lisowe, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull, Ron Ziolkowski

Members Absent: Jim Baumann, Jeremy Sehloff

Others Present: Rebbecca Barry, Jeff Dawson (until 5:50 p.m.), Connie Griseto, Bryan Grunewald (until 5:35 p.m.), Rachel Hitt, Rebecca Schadrie, Jon Swanson (until 5:35 p.m.), Margie Verhelst

Mueller welcomed new trustee Sarah Greuel and led the introductions.

A motion was made by Kjelstrup and seconded by Ziolkowski to amend the agenda to accommodate the audit report by Bryan Grunewald and Jon Swanson of CLA, moving their presentation from Item 10b to immediately following Item 4 - Communications. Motion carried.

Minutes: A motion was made by Dietrich and seconded by Turnbull to accept the minutes of the January 29, 2020, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None.

Review of 2019 Audit Financial Statements by CLA: The 2019 Annual Financial Report and Management Communications were distributed to trustees in their meeting packets. Jon Swanson and Bryan Grunewald of CLA gave an overview of the report and answered questions. A motion to accept the 2019 audit report as presented was made by Kjelstrup and seconded by Krueger. Motion carried.

Financial Business: A motion was made by Turnbull and seconded by Grinde to approve the January, February, March and April 2020 financial reports. Motion carried.

A motion was made by Turnbull and seconded by Lisowe to approve the February, March, April, and May 2020 payment of bills. Motion carried.

A motion was made by Ziolkowski and seconded by Hunter to approve the LARS financial report through April 2020. Motion carried.

A motion was made by Grinde and seconded by Greuel to approve the Reach Out and Read report through April 2020. Motion carried. We are still delivering books to the healthcare facilities, but there has not been a lot of financial activity/purchasing of books since COVID-19 started.

System Director's Report: A written report was included in the Board packets. Schadrie noted that each library is providing a little different way of delivering services at this time and it's best to check each library's website for details.

MCLS staff is still working remotely part of the time, and we expect to phase in a return to the office over the summer. This week the delivery drivers are back to five days/week delivery to member libraries.

The replacement of the TM3 server and voice card will be under \$5,000.

System IT/ILS Specialist's Report: A written report was included in the packets. Verhelst made many changes to our software due to COVID-19, including extending due dates and patron privileges. She and Schadrie have been meeting with the directors on a regular basis. She is now working on switching our software settings back to normal.

Member Library Directors' Reports: Reports were presented by Jeff Dawson, Rachel Hitt and Rebbecca Barry.

Unfinished Business:

2019 Manitowoc-Calumet Library System Annual Report: The MCLS 2019 Annual Report was sent to DPI in late February, and was included in the Board packets (Enclosure #14).

New Business:

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

<u>Calumet County</u>	Wednesday, June 17, 2020 - 5:00 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Thursday, June 18, 2020 - 5:00 p.m. at Manitowoc Public Library

Motion carried.

Trustee Education:

COVID-19 Library Services Update: Schadrie stated that our libraries opened up more quickly than anticipated, and being a smaller system was beneficial in adjusting to the situation. Hitt stated that improvising is the new normal.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, July 29, 2020, at 6:30 p.m., at the Lester Public Library. MCLS staff will keep trustees informed if the time of this meeting will need to be changed due to accessibility.

Adjourn: A motion to adjourn was made at 6:05 p.m. by Kjelstrup and seconded by Lisowe. Motion carried.

Respectfully submitted,

Connie Griseto

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MANITOWOC–CALUMET LIBRARY SYSTEM
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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, July 29, 2020 at 5:00 p.m.
Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220**

Board members and members of the public may attend the meeting in person at the Manitowoc Public Library (Balkansky Room), or please join the meeting from your computer, tablet or smartphone at:
<https://global.gotomeeting.com/join/993525005>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121) Access Code: 993-525-005

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AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 27, 2020 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 2020 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of June and July 2020 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through June 2020 (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 2021 Budget Proposal and 2020 Budget Revision
 - b. Schedule Personnel Committee meeting for Director's annual performance review
11. Trustee Education – WiFi Internet access provided beyond the library buildings
12. Confirm date September 30, 2020 and set place for next 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
July 29, 2020
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, July 29, 2020, at 5:00 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Sarah Greuel, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull

Members Absent: Chuck Krueger, Sue Lisowe, Ron Ziolkowski

Others Present: Lydia Blatz, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger (5:15 p.m.), Margie Verhelst

Minutes: A motion was made by Baumann and seconded by Sehloff to accept the minutes of the May 27, 2020, MCLS Board meeting. Motion carried.

Public Comment: None

Communications: None

Financial Business: A motion was made by Dietrich and seconded by Baumann to approve the May and June 2020 financial reports. Motion carried.

A motion was made by Grinde and seconded by Hunter to approve the June and July 2020 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Hunter to approve the LARS financial report through June 2020. Motion carried.

A motion was made by Dietrich and seconded by Baumann to approve the Reach Out and Read report through June 2020. Motion carried.

System Director's Report: A written report was included in the Board packets. Aurora Health Care was able to set aside \$9,000 for Reach Out and Read books that we will purchase for them this year.

Schadrie stated that there are two LSTA CARES Act grants this year. We have already purchased and distributed to our libraries the livestream equipment covered under the first grant. The funding for the second CARES Act grant has not been awarded yet. Libraries will not be able to use this funding to purchase computers. An additional 2020 LSTA Sparsity Funds grant will allow the libraries to purchase an online subscription to Consumer Reports, which they feel patrons would appreciate having.

System IT/ILS Specialist's Report: Verhelst noted that three libraries in June went fine free and she has been setting up and changing circulation rules in the ILS software. She has also been changing settings to reflect the ever-changing due dates in accordance with COVID-19 mitigation, as well as setting up new computers for the libraries.

Member Library Directors' Reports: Reports were presented by Kristin Stoeger and Rachel Hitt.

Unfinished Business: None

New Business:

Schedule Finance Committee meeting to review 2021 Budget Proposal and 2020

Budget Revision: The Finance Committee consisting of Baumann, Mueller and Sehloff will meet at 5:00 p.m. on Wednesday, August 19, 2020, 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 5:30 p.m. on Wednesday, August 19, 2020, at the Manitowoc Public Library. Mueller noted that the trustees and directors will receive a survey later in August, with a request to return it before Labor Day. There will also be an option for submitting the survey electronically.

A motion was made by Baumann and seconded by Dietrich to accept the meeting dates and times for the Finance Committee and Personnel Committee as noted above. Motion carried.

Trustee Education:

WiFi Internet access provided beyond the library buildings: Schadrie explained that while all of our libraries offer WiFi internet access outside of their buildings, just how far the signal reaches varies. CPL recently purchased a WiFi unit specifically for outdoor ranges. LPL is also looking at purchasing one. The second CARES Act grant will allow our libraries to purchase this type of equipment. There are additional equipment and installation requirements for the outside devices.

There was concern regarding working with the schools so that students who don't have good internet access at home are aware of what our libraries provide. Stoeger noted that MPL is in regular communication with the schools to keep them informed and to set them up for success as much as possible. Hitt also keeps the schools informed and has a column in the Brillion News.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, September 30, 2020, at 5:00 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 5:37 p.m. by Baumann and seconded by Greuel. 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 30, 2020 at 5:00 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, September 30, 2020 at 5:00 p.m.

Chilton Public Library
221 Park Street
Chilton, WI 53014

Board members and members of the public may attend the meeting in person at the Chilton Public Library, or please join the meeting from your computer, tablet or smartphone at:

MCLS Board of Trustees - Wed, Sep 30, 2020 5:00 PM - 7:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/481988413>

You can also dial in using your phone. United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 481-988-413

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AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 29, 2020 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, 2020 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2020 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2020 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*
11. Trustee Education – DPI's Inclusive Services Statement (enclosure #15)
12. Confirm and set place for November 18, 2020 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.

**Amended Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
September 30, 2020
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 30, 2020, at 5:00 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Sue Lisowe, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull

Members Absent: Sarah Greuel, Jeremy Sehloff, Ron Ziolkowski

Others Present: Chris Able, Rebecca Barry, Connie Griseto, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

Minutes: A motion was made by Grinde and seconded by Hunter to accept the minutes of the July 29, 2020, MCLS Board meeting. Motion carried.

Public Comment: Mueller and Schadrie read two letters, addressed to MCLS, from two library patrons who are very concerned about the library services that were discontinued due to COVID-19 -- especially services for young children. The MCLS Board discussed how each individual library board is responsible for making their own decisions concerning library operations and policies.

Communications: Schadrie brought two news articles regarding a recent decision that CPL has made to close their doors to the public at this time, while still offering curbside service. She will email these articles to our trustees.

Financial Business: A motion was made by Krueger and seconded by Turnbull to approve the July and August 2020 financial reports. Motion carried.

A motion was made by Dietrich and seconded by Grinde to approve the August and September 2020 payment of bills. Motion carried. Schadrie explained that we have been paying the Copyright OSP charges since our libraries moved internet service to cable, to protect them against copyright infringement. We have last paid this in 2017.

A motion was made by Grinde and seconded by Lisowe to approve the LARS financial report through August 2020. Motion carried.

A motion was made by Turnbull and seconded by Kjelstrup to approve the Reach Out and Read report through September 16, 2020. Motion carried. Schadrie noted that we received the first of three \$3,000 donations for 2020 from Aurora Healthcare for purchasing books for their facilities.

System Director's Report: A written report was included in the Board packets. Schadrie will be updating the MCLS website in the near future.

We have been processing many grant applications and awards over the summer, and today submitted an application for an LSTA Sparsity Grant, which will allow us to purchase the Consumer Reports Online subscription for our member libraries.

Schadrie noted that the new LSTA CARES Act grant for \$7,229 was not reflected on the latest budget update. We have until June 30, 2021, to spend the funds for this grant.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst has been installing new PCs at CPL and KPL.

With the schools starting up, she has been working on virtual cards, including cards for a few new schools that are coming on board this year.

She has been setting up Infosec training sessions (email security) for member library staff. The Infosec training is supported with funds from a statewide LSTA grant.

Member Library Directors' Reports: Reports were presented by Rebecca Barry, Kristin Stoeger, Rachel Hitt, and Rebecca Schadrie for Jeff Dawson.

Unfinished Business: None

New Business:

Personnel Committee Report: Enclosures #10 Director Evaluation and #11 Board Goals were included in the packets. Kjelstrup reported that overall everything was very positive. A couple of suggestions have been incorporated into the goals listed on the Director Evaluation.

Three Board goals were listed on Enclosure #11. Mueller encouraged trustees to continue to be active advocates for the System and public libraries. He added that if any trustees are in need of business cards, please notify the MCLS office.

A motion was made by Kjelstrup and seconded by Baumann to accept the Personnel Committee Director Evaluation and the Board Goals as presented in Enclosures #10 and #11. Motion carried.

Adopt Line Item and Program Budgets: Enclosure #12 – 2020 Program and Line Item Amended Budgets and Enclosure #13 – 2021 Program and Line Item Proposed Budgets were included in the Board packets. Schadrie explained that the Program Budget contains certain categories which are required by the DPI. She also noted that we're going to be spending more on electronic resources this year.

The enclosed 2021 budget reflected a pay increase for our drivers, but not for the three office personnel. Trustees discussed that since MCLS does not provide health insurance, and in light of rising healthcare and cost of living expenses, a 2% increase for the three office staff was recommended.

Kjelstrup moved to amend the 2021 salaries line item to include a 2% increase for the three office personnel. Seconded by Hunter. **Motion carried.**

A motion was made by Dietrich and seconded by Kjelstrup to adopt the 2020 Amended Budget and 2021 Proposed Budget as presented in Enclosures #12 and #13, with the 2021 Salaries line amended to reflect a 2% increase for office personnel. Motion carried.

Adopt System Plan: The System Plan was included in the packets as Enclosure #14. A motion was made by Lisowe and seconded by Turnbull to adopt the 2021 System Plan, with minor agreed-upon corrections. Motion carried.

Trustee Education:

DPI's Inclusive Services Statement: Enclosure #15 – *What Does it Mean to Be Inclusive? A Statement from the Division of Libraries and Technology*, was included in the packets. Schadrie noted that it reflects concepts contained within ALA's *Library Bill of Rights and Right to Read Statement*, and encapsulates what libraries should be doing and providing for their communities. She noted that CPL Director Glenny Whitcomb represented MCLS at the Inclusive Services Retreat. The Inclusive Services Statement was developed at this retreat and serves as the basis for the Inclusive Services Toolkit that libraries can use to see how they measure up in terms of providing inclusive services.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, November 18, 2020, at 5:00 p.m., at the Brillion Public Library.

Adjourn: A motion to adjourn was made at 6:15 p.m. by Dietrich and seconded by Baumann. 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 18, 2020 at 5:00 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, November 18, 2020 at 5:00 p.m.

Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220

Board members and members of the public may attend the meeting in person at the Manitowoc Public Library (Balkansky Room), or please join the meeting from your computer, tablet or smartphone at: <https://global.gotomeeting.com/join/762196821>

You can also dial in using your phone:

United States: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 762-196-821

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AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 30, 2020 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, 2020 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2020 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 2021-2023 (enclosure #10)
 - b. Designate Banking Institutions for 2021 *ACTION REQUESTED*
 - c. Authorize contract for 2020 audit (enclosure #11)
 - d. Approve 2021 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
11. Trustee Education – Upcoming Budget Cycles 2021/2022
12. Select dates for 2021 meetings and confirm date and time (January 29) and set place for next meeting (enclosure #13) *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 18, 2020
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, November 18, 2020, at 5:00 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Sarah Greuel, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Chuck Krueger, Ray Mueller, Darcie Schwalenberg-Kesler, Peggy Turnbull, Ron Ziolkowski (5:45 p.m.)

Members Absent: Sue Lisowe, Jeremy Sehloff

Others Present: Rebbecca Barry, Julia Davis, Connie Griseto, D Hankins, Rachel Hitt, Rebecca Schadrie, Kristin Stoeger, Margie Verhelst

Minutes: A motion was made by Krueger and seconded by Hunter to accept the minutes of the September 30, 2020, MCLS Board meeting. Trustees noted that "Motion carried" should be added on page 2, under Adopt Line Item and Program Budgets, the third paragraph. The motion was amended to include this change. Motion carried.

Public Comment: None.

Communications: None.

Financial Business: A motion was made by Turnbull and seconded by Grinde to approve the September and October 2020 financial reports. Motion carried.

A motion was made by Hunter and seconded by Turnbull to approve the October and November 2020 payment of bills. Motion carried.

A motion was made by Krueger and seconded by Kjelstrup to approve the LARS financial report through October 31, 2020. Motion carried.

A motion was made by Grinde and seconded by Turnbull to approve the Reach Out and Read report through October 31, 2020. Motion carried.

System Director's Report: A written report was included in the Board packets. Schadrie stated that Ben Miller has been chosen to be the new director of the library team within the DPI Division of Libraries and Technology, replacing John DeBacher who has retired. She noted that our system has had great interactions with him in the past and that he will be a great addition to the DPI team.

The Resilience Toolkit will be available to our libraries starting in December.

All of our libraries are closed to the public at this time, offering only curbside service, with the exception of KPL. LPL is installing a pick-up window.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst has recently finished installing PCs at CPL.

Verhelst has created an electronic form which we have added to our online catalog, allowing patrons to suggest materials for purchase. Our libraries have been receiving quite a few requests.

She is currently working on setting up new wi-fi units at the libraries.

Member Library Directors' Reports: Reports were presented by Julia Davis, Rebbecca Barry, D Hankins, Rachel Hitt, and Kristin Stoeger.

Unfinished Business: None

New Business:

Update of Board Member Appointments and Reappointments for 2021-2023

(Enclosure #10): Four Board members have terms expiring at the end of 2020. Grinde and Schwalenberg-Kesler have agreed to remain on the MCLS Board for another term. Schadrie will contact Baumann and Sehloff.

Designate Banking Institutions for 2021: A motion was made by Kjelstrup and seconded by Grinde to continue with the two banks that we have been using – Bank First and Investors Community Bank. Motion carried.

Authorize Contract for 2020 Audit: A motion was made by Turnbull and seconded by Kjelstrup to designate the auditor as CLA and authorize the contract for the 2020-2022 audits, as presented in Enclosure #11. Motion carried.

Approve 2021 Resource Library Agreement (Enclosure #12): Schadrie stated that there were no changes to the 2021 Resource Library Agreement, with the price remaining the same. A motion was made by Dietrich and seconded by Grinde to approve the 2021 Resource Library Agreement. Motion carried.

Trustee Education:

Upcoming Budget Cycles: Schadrie presented the *Wisconsin 2021-2023 Budget Proposal – Libraries Link Communities* flyer from DPI. DPI is requesting an increase of \$2,500,000 in FY22, and \$4,000,000 in FY23 for public library systems to support the operations and maintenance of public library services in response to the rising needs of our communities. The funds would be distributed to the 16 library systems, resulting in a 15% increase to MCLS in 2022 and a 25% increase to MCLS in 2023, however, the full amount of the increase may not be approved. The DPI request will be sent to the governor, Joint Finance Committee, discussed at public hearings, sent to the Legislature, and then back to the governor, which should all be completed by June 30, 2021. Schadrie will keep an eye on this as it progresses. She stated that the source of library system funding is the Universal Service Fund.

It was noted that the Joint Finance Committee public hearings on the budget will be held virtually and that you will need to sign up in advance.

Schadrie stated that two of our member libraries' 2021 budgets were decreased, while the remaining four had no changes.

Select Dates for 2021 Meetings and Confirm Date, Time and Place for Next Meeting: Schadrie had surveyed the trustees prior to the meeting to determine the best starting time for MCLS Board meetings. The results indicated 5:30 p.m. being the most favorable, with 5:00 p.m. and 6:00 p.m. closely following. Discussion ensued and the consensus of the Board was to change the start time of MCLS Board meetings to 5:30 p.m. A motion was made by Dietrich and seconded by Hunter to accept the dates as presented in the 2021 MCLS Board Meeting Calendar (Enclosure #13), with the start time of 5:30 p.m. Motion carried.

Adjourn: A motion to adjourn was made at 5:54 p.m. by Krueger and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto