

**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 27, 2021 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:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, January 27, 2021 at 5:30 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/624607885>

You can also dial in using your phone.

United States: [+1 \(312\) 757-3121](tel:+13127573121)

Access Code: 624-607-885

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 18, 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. November and December 2020 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of December 2020 and January 2021 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through December 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. Authorize President to sign the 2020 Annual Report *ACTION REQUESTED*
 - b. Approve Personnel Committee's recommendation to allow MCLS staff to rollover no more than half the annual allotted PTO/Sick time from one fiscal year to the next *ACTION REQUESTED*
11. Trustee education – Review MCLS Personnel Policies and Procedures (enclosure #10)
12. Confirm date and set place for March 31st 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 27, 2021
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 27, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

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

Members Absent: Sue Lisowe, Jeremy Sehloff, Sarah Greuel, Chuck Krueger

Others Present: Rebbecca Barry, Rachel Hitt, Rebecca Schadrie, Margie Verhelst, Amy Eisenschink, Jeff Dawson

Minutes: A motion was made by Baumann and seconded by Grinde to accept the minutes of the November 18, 2020, MCLS Board meeting. Motion carried.

Public Comment: Grinde complimented the Manitowoc Public Library and MPL employees on the success of the "Community Impact of Drug Court" virtual program held on January 18th. The program was provided in partnership with the League of Women Voters of Manitowoc County. Mueller noted that one of the MCLS delivery drivers reported that he was pleased with the libraries' level of preparedness during the pandemic. Mueller also noted that this would be his last year serving as president of the board and encouraged fellow trustees to consider volunteering their time in the future.

Communications: Schadrie reported that the Manitowoc County Clerk sent notification of the reappointment of Julie Grinde and Jeremy Sehloff to the MCLS Board of Trustees.

Financial Business: A motion was made by Kjelstrup and seconded by Turnbull to approve the November and December 2020 financial reports. Motion carried.

A motion was made by Grinde and seconded by Hunter to approve the December 2020 and January 2021 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Schadrie noted that the written report was shorter than normal due to MCLS staff collaborating to cover the duties of the Admin Assistant while the position remains vacant. The revised job description was included on the job posting that went public on January 15th. The application due date is Friday, February 5th.

System IT/ILS Specialist's Report: A written report was included in the Board packets. In addition to the reported activities, Verhelst compiled and submitted pre-fill data to the DPI for the member library annual reports.

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

Unfinished Business: None

New Business:

Authorize President to sign the 2020 Annual Report: A motion was made by Dietrich and seconded by Hunter. Motion carried.

Approve Personnel Committee's recommendation to allow MCLS staff to rollover no more than half the annual allotted PTO/Sick time from one fiscal year to the next: A motion was made by Jim Baumann and seconded by Hunter. Motion carried.

Trustee Education:

Review MCLS Personnel Policies and Procedures: While the job description for the Admin Assistant position was revised in early 2021, the Personnel Policies and Procedures have not changed since 2009. A review of the policy was deemed valuable.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, March 31, 2021, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 6:28 p.m. by Baumann and seconded by Hunter. Motion carried.

Respectfully submitted,

Rebecca Schadrie

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**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 31, 2021 at 5:30 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/917760893>

You can also dial in using your phone: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 917-760-893

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 2021 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
 - a. January and February 2021 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of February and March 2021 bills (enclosures #4, and #5) *ACTION REQUESTED*
 - c. LARS financial report through February 2021 (enclosure #6) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
 - a. 2020 Manitowoc-Calumet Library System Annual Report (enclosure #10)
10. New Business
 - a. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
11. Trustee Education – America Rescue Plan Funds for Libraries
12. Confirm date and set place for May 26th 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
March 31, 2021
Manitowoc Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Manitowoc Public Library on Wednesday, March 31, 2021, at 5:30 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,

Members Absent: Sue Lisowe, Jeremy Sehloff, Ron Ziolkowski

Others Present: Rebbecca Barry, Rebecca Schadrie, Margie Verhelst, Kate Verhelst, Julia Davis, Kristin Stoeger, Jeff Dawson

Minutes: A motion was made by Baumann and seconded by Dietrich to accept the minutes of the January 27, 2021, MCLS Board meeting. Motion carried.

Financial Business: A motion was made by Kjelstrup and seconded by Hunter to approve the January and February 2021 financial reports. Motion carried.

Kjelstrup noted Check Register Report from February 10, 2021 inadvertently signed by Treasurer with a 2020 date. A motion was made by Kjelstrup and seconded by Baumann to approve the February and March 2021 payment of bills. Motion carried.

A motion was made by Turnbull and seconded by Baumann to approve the LARS financial report through February 2021. Motion carried.

A motion was made by Baumann and seconded by Kjelstrup to approve the Reach Out and Read report through February 2021. Motion carried.

System Director's Report: A written report was included in the Board packets. Schadrie introduced Kate Verhelst, the new Administrative Assistant for MCLS, and discussed the hiring process, number of applicants and that Verhelst was the only interviewee. Kjelstrup commented on the interview, indicating Verhelst possessed the desired skill set to fill the position.

System IT/ILS Specialist's Report: A written report was included in the Board packets. In addition to the reported activities, Verhelst discussed her PC dying, and the internet hardware nearing end of life at Chilton, Kiel, New Holstein, and Brillion.

Member Library Directors' Reports: Reports were presented by Julia Davis, Rebbecca Barry, Jeff Dawson and Kristin Stoeger. Mueller asked the Directors to comment on annual report requests and if the Dr. Suess controversy affected the libraries or patrons.

Unfinished Business: Discussed 2020 Manitowoc-Calumet Library System Annual Report. Noted the DPI has correct certification date for Schadrie on file.

New Business:

Set dates for Manitowoc and Calumet County Library Advisory Committee meetings: Decided Calumet County meeting to be held Wednesday, May 19th, 2021 at Chilton at 5:00 pm, and Manitowoc County to be held Thursday, May 20th, 2021 at Manitowoc at 5:00 pm. A motion was made by Dietrich and seconded by Baumann. Motion carried.

Federal American Rescue Plan funds: Discussed available funds of \$2.7 million to be distributed to Wisconsin. DPI to decide on fund distribution, with a strong consideration of implementing statewide broadband for WI residents. Funds available to use through the end of June 2022.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, May 26th, 2021, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 6:20 p.m. by Baumann and seconded by Dietrich. Motion carried.

Respectfully submitted,

Rebecca Schadrie and Kate Verhelst

**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 26, 2021 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:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, May 26, 2021 at 5:30 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/280058117>

You can also dial in using your phone: [+1 \(646\) 749-3112](tel:+16467493112) Access Code: 280-058-117

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 31, 2021 Board meeting (enclosure #1) *ACTION REQUESTED*
3. Public comment (general comment on issues germane to operations of MCLS)
4. Communications (any correspondence received germane to operations of MCLS)
5. Financial Business
 - a. March and April 2021 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of April and May 2021 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through April 2021 (enclosure #6) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS report (enclosure #9)
8. System Administrative Assistant's report (enclosure #10)
9. Reports from directors of member libraries
10. Unfinished business
11. New business
 - a. Review of 2020 audit financial statements by CLA (enclosure #11) *ACTION REQUESTED*
 - b. Approve 3-Year Lease Agreement with MPL (enclosure #12) *ACTION REQUESTED*
12. Trustee Education – MCLS meeting arrangements
13. Confirm date July 28, 2021 and set place for meeting
14. 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 26, 2021
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 26, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Ron Dietrich, Julie Grinde, Linda Hunter, Cheryl Kjelstrup, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Ron Ziolkowski

Members Absent: Jim Baumann, Sarah Greuel, Sue Lisowe, Peggy Turnbull, Chuck Krueger

Others Present: Rebbecca Barry, Lydia Blatz, Julia Davis, Jeff Dawson, Rebecca Schadrie, Kristin Stoeger, Jon Swanson, Margie Verhelst, Kate Verhelst

Agenda Adjustment: Mueller proposed to adjust the agenda to move the review of the 2020 audit financial statements by CLA, agenda item 11-a, to the beginning of the meeting. A motion was made by Kjelstrup and seconded by Ziolkowski to change the agenda. Motion carried.

Jon Swanson from CLA reviewed the 2020 audit financial statements with the Board. A motion was made by Dietrich and seconded by Ziolkowski to approve the 2020 audit financial statements. Motion carried.

Minutes: A motion was made by Grinde and seconded by Hunter to accept the minutes of the March 31, 2021, MCLS Board meeting. Motion carried.

Financial Business: A motion was made by Kjelstrup and seconded by Ziolkowski to approve the March and April 2021 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Hunter to approve the April and May 2021 payment of bills. Motion carried.

A motion was made by Hunter and seconded by Grinde to approve the LARS financial report through April 2021. Motion carried.

A motion was made by Grinde and seconded by Dietrich to approve the Reach Out and Read report through April 2021. Motion carried.

System Director's Report: A written report was included in the Board packets. Schadrie shared updates on where Ascension Calumet Hospital stands with their approval for the Reach Out and Read program, as well as Aurora's commitment to an additional \$6,000 in funds for the program. Kjelstrup voiced opinion on public input occurring at MCLS County Library Advisory Committee meetings that are not germane to the operations of MCLS.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Verhelst noted nothing new or out of the ordinary occurred.

Administrative Assistant's Report: A written report was included in the Board packets. Kate Verhelst discussed some of the newly introduced duties to the position that she has taken on.

Member Library Directors' Reports: Reports were presented by Lydia Blatz, Jeff Dawson, Julia Davis, Rebbecca Barry, and Kristin Stoeger.

New Business:

Review of 2020 Audit Financial Statements: Moved up to first item on agenda.

Approve 3-Year Lease Agreement with MPL: Reviewed lease agreement. A motion was made by Dietrich and seconded by Hunter to approve the lease agreement. Motion carried. Mueller signed agreement.

Trustee Education – MCLS Meeting Arrangements: Mueller questioned Board on thoughts on meeting arrangements going forward. Verhelst was asked to send out a survey to be completed before the next board meeting, where results will be discussed.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, July 28th, 2021, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 6:43 p.m. by Hunter and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Kate Verhelst

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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 28, 2021 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:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, July 28, 2021 at 5:30 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/840667997>

You can also dial in using your phone:

United States: **[+1 \(872\) 240-3412](tel:+18772403412)**

Access Code: 840-667-997

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 26, 2021 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. Reports from directors of member libraries
6. Financial Business
 - a. May and June 2021 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of June and July 2021 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through June 2021 (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. System Administrative Assistant's report (enclosure #10)
10. Unfinished business
11. New business
 - a. Schedule Finance Committee Meeting to review 2022 Budget Proposal and 2021 Budget Revision
 - b. Schedule Personnel Committee meeting for Director's annual performance review
12. Trustee Education – Review Meeting Date and Time Survey Results
13. Confirm date September 29, 2021 and set place for next meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@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 28, 2021
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 28, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

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

Members Absent: Jim Baumann, Sarah Greuel, Sue Lisowe, Chuck Krueger, Ron Ziolkowski

Others Present: Lydia Blatz, Julia Davis, Jeff Dawson, Rebecca Scherer, Kristin Stoeger, Margie Verhelst, Kate Verhelst

Agenda Adjustment: Mueller proposed to adjust the agenda to move the Member Library Directors' reports to right after approving the previous meeting minutes.

Minutes: A motion was made by Grinde and seconded by Schwalenberg-Kesler to accept the minutes of the May 26, 2021, MCLS Board meeting. Motion carried. Kjelstrup requested using initials for Margie and Kate Verhelst to more easily decipher between the two on minutes and reports.

Member Library Directors' Reports: Reports were presented by Lydia Blatz, Jeff Dawson, Julia Davis, and Kristin Stoeger, with a written report from Rebbecca Barry read by Rebecca Scherer.

Financial Business: A motion was made by Turnbull and seconded by Kjelstrup to approve the May and June 2021 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the June and July 2021 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Schwalenberg-Kesler to approve the LARS financial report through June 2021. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the Reach Out and Read report through June 2021. Motion carried.

Dietrich commented that it might be helpful to pull out a few of the pass-through items on the financials so that they do not skew the numbers. K. Verhelst and Scherer will look into doing this.

System Director's Report: A written report was included in the Board packets. Scherer shared that the 2022-2023 Biennial Budget has been passed which includes an increase in state aid to public library systems, as well as \$7.1 billion available to schools and libraries through the E-Rate program. MCLS will assist BPL and CPL with submitting their grant applications for the E-Rate program.

System IT/ILS Specialist's Report: A written report was included in the Board packets. Due to the reopening of the libraries, M. Verhelst has been traveling to them more in order to make sure their machines are working and have been updated.

Administrative Assistant's Report: A written report was included in the Board packets. K. Verhelst discussed the marketing meeting that was held with member libraries to get input on some of the things MCLS could help the libraries with, as well as the new promo being implemented with participating libraries in the System to promote Library Card Sign-up month by raffling off tickets to the Charlie Berens show on November 18th. K. Verhelst also mentioned further updates to the website, a new MCLS Support email which has been used by one patron so far, and that updated Trustee Manual information has been printed for all trustees.

New Business:

Personnel Committee Meeting: Scheduled for Thursday, August 19th at 4:00 pm at MPL. Will consist of Ray Mueller, Cheryl Kjelstrup and Peggy Turnbull.

Finance Committee Meeting: Scheduled for Thursday, August 19th at 4:45 pm at MPL. Will consist of Ray Mueller, Jeremy Sehloff and Ron Dietrich.

Trustee Education – Review Meeting Date and Time survey result: Mueller discussed the results of the Meeting Date and Time survey put out by MCLS to get input on future board meetings. 8/10 participants preferred in-person meetings, 7/10 were in favor of going back to rotating meetings between the libraries, with a virtual option in place, and the meeting start time with the most votes was 6:00 pm. A follow up survey will be sent out to see if changing the meeting start time will interfere with anyone's ability to attend future meetings.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, September 29, 2021, at 5:30 p.m., at the Chilton Public Library.

Final Item: Scherer mentioned she found an old note of Connie's regarding ordering business cards for Schwalenberg-Kesler, and plans to put in an order for her and any other trustees/staff that need them.

Adjourn: A motion to adjourn was made at 6:31 p.m. by Kjelstrup and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst

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

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, September 29, 2021 at 5:30 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 29, 2021 5:30 PM - 7:30 PM (CDT)

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

<https://global.gotomeeting.com/join/273085997>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 273-085-997

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<https://global.gotomeeting.com/install/273085997>

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 28, 2021 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. Reports from directors of member libraries
6. Financial Business
 - a. July and August, 2021 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2021 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2021 LARS financial report (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. System Office & Outreach Coordinator's report (enclosure #10)
10. Unfinished business
11. New business
 - a. Personnel Committee report (enclosure #11) *ACTION REQUESTED*
 - b. Adopt Line Item and Program Budgets (enclosures #12 and #13) *ACTION REQUESTED*
 - c. Adopt System Plan (enclosure #14) *ACTION REQUESTED*
12. Trustee Education – Director's 2021 Self-Evaluation (enclosure #15)
13. Confirm and set place for November 17, 2021 meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@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 29, 2021
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 29, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

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

Members Absent: Sarah Greuel, Sue Lisowe, Jeremy Sehloff

Others Present: Rebbecca Barry, Jeff Dawson, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Dietrich and seconded by Baumann to accept the minutes of the July 28, 2021, MCLS Board meeting. Motion carried.

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

Financial Business: A motion was made by Dietrich and seconded by Krueger to approve the July and August 2021 financial reports. Motion carried. Alternative reports were presented taking out some of the pass-through information. Some Board Members commented on their preference to see all the information. K. Verhelst will present another format for the next meeting, providing all the same information as in the past, but with new sections with sub-totals.

A motion was made by Baumann and seconded by Schwalenberg-Kesler to approve the August and September 2021 payment of bills. Motion carried.

A motion was made by Kjelstrup and seconded by Krueger to approve the LARS financial report through August 2021. Motion carried.

A motion was made by Baumann and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through August 2021. Motion carried.

System Director's Report: A written report was included in the Board packets. Scherer highlighted the American Rescue Plan Act of 2021 (ARPA) grant that will be applied for in collaboration with the NEWI systems (MCLS, Winnefox, OWLS and Nicolet). It was noted that Linda Hunter resigned from the Board since the last board meeting. Mueller stressed recruiting of new members, as several member terms are up the end of 2021. Dietrich suggested looking to add diversity to the Board.

System IT/ILS Specialist's Report: A written report was included in the Board packets. M. Verhelst discussed the upcoming travel schedule to some of the libraries to update their computers.

Office & Outreach Coordinator's Report: A written report was included in the Board packets. K. Verhelst mentioned the change to her title, and then discussed the work done on the Library Card Sign-up month promotion raffle baskets and provided a breakdown of expenses. K. Verhelst also mentioned the next outreach projects which include participation in Manitowoc Public Library's Trunk or Treat in October, and a planned System wide employee Secret Santa.

New Business:

Personnel Committee Meeting Report: The Personnel Committee Report, Director Evaluation was covered. A motion was made by Kjelstrup and seconded by Turnbull to approve the Personnel Committee Report. Motion carried. Kjelstrup commented on the success of the new format of the questionnaire. Grinde praised Scherer for all her hard work and accomplishments.

Line Item and Program Budgets: A motion was made by Dietrich and seconded by Baumann to adopt the Line Item and Program Budgets for 2021/2022. Motion carried.

System Plan: A motion was made by Kjelstrup and seconded by Krueger to adopt the System Plan for 2022. Motion carried.

Trustee Education – Director's 2021 Self-Evaluation: A written report was included in the Board packets. Mueller discussed the extensive list of responsibilities Scherer completes as noted by the list of achievements in the Director's Self-Evaluation, and commended her on her dedication to MCLS and successes.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, November 17, 2021, at 5:30 p.m., at the Brillion Public Library.

Adjourn: A motion to adjourn was made at 6:40 p.m. by Baumann and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst

**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 17, 2021 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:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, November 17, 2021 at 5:30 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, or please join the meeting from your computer, tablet or smartphone at:

<https://global.gotomeeting.com/join/946604997>

You can also dial in using your phone: [+1 \(646\) 749-3122](tel:+16467493122) Access Code: 946-604-997

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 29, 2021 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. Reports from directors of member libraries
6. Financial Business
 - a. September and October, 2021 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2021 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. September and October, 2021 LARS financial report (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. System Office & Outreach Coordinator's report (enclosure #10)
10. Unfinished business
 - a. Poll on a Meeting Time *ACTION REQUESTED*
11. New business
 - a. Update of Board member appointments and reappointments for 2022-2024 (enclosure #11)
 - b. Designate Banking Institutions for 2022 *ACTION REQUESTED*
 - c. Approve 2022 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
 - d. Approve State Insurance participation in lieu of health stipend (enclosure #13) *ACTION REQUESTED*
 - e. Appoint Board Officer Nominating Committee to nominate officers for 2022-2023
12. Trustee Education – Trustee Essential #7 The Library Board and Library Personnel (enclosure #14)
13. Select dates for 2022 meetings and confirm date and time (January 26) and set place for next meeting (enclosure #15) *ACTION REQUESTED*
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director, at (920) 686-3051 or rscherer@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 17, 2021
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 17, 2021, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Jim Baumann, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Chuck Krueger, Ray Mueller, Darcie Schwalenberg-Kesler

Members Absent: Jeremy Sehloff, Peggy Turnbull, Ron Ziolkowski

Others Present: Deborah Brotcke, Amy Eisenschink, D Hankins, Patrick Neuenfeldt, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Dietrich and seconded by Baumann to accept the minutes of the September 29, 2021, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by D Hankins, and later by Amy Eisenschink.

Financial Business: A motion was made by Grinde and seconded by Kjelstrup to approve the September and October 2021 financial reports. Motion carried. Original reports and alternative reports with pass-through information subtotaled on the end of the report were presented. Dietrich stated the alternative reports show a better representation of the current financial position, and the board agreed on the use of the alternative financial reports going forward.

A motion was made by Kjelstrup and seconded by Krueger to approve the October and November 2021 payment of bills. Motion carried.

A motion was made by Baumann and seconded by Kjelstrup to approve the LARS financial report through October 2021. Motion carried.

A motion was made by Kjelstrup and seconded by Baumann to approve the Reach Out and Read report through October 2021. Motion carried.

System Director's Report: A written report was included in the Board packets. Scherer highlighted the ECF (Emergency Connectivity Funds) Grant Awards and MCLS's assistance with CPL and BPL's applications which lead to grant awards to be used towards Chromebooks. Scherer also discussed changes in delivery drivers, new MCLS Trustees to be appointed in December, and state aid funding being pushed back to early December.

System IT/ILS Specialist's Report: A written report was included in the Board packets. M. Verhelst discussed work done at the libraries updating PC's, Faronics and Envisionware, as well as assisting Chilton with the install of the new self-checks.

Office & Outreach Coordinator's Report: A written report was included in the Board packets. K. Verhelst discussed the results of the September Library Card Sign-up raffles at the libraries and how they were successful. MCLS will provide more events like this for the libraries in the future.

Unfinished Business:

Poll on Meeting Time: By consensus, the Board agreed to table the decision on meeting times until the January 26, 2022 meeting, as not all Trustees were present, and new Trustees have not been appointed yet. Motion carried.

New Business:

Update of Board member appointments and reappointments: The current list of Trustees was reviewed, future Trustees to be appointed were discussed, and Ray Mueller mentioned he is willing to once again be the MCLS Board President for the next term.

Designation of Banking Institutions for 2022: A motion was made by Krueger and seconded by Kjelstrup to continue banking with First Bank National and Nicolet National Bank (fka Investors Community Bank) for 2022. Motion carried.

2022 Resource Library Agreement: A motion was made by Baumann and seconded by Grinde to approve the 2022 Resource Library Agreement. Motion carried.

State Insurance Participation: A motion was made by Kjelstrup and seconded by Baumann to approve participation in a State Insurance plan. Motion carried.

Appoint Board Officer Nominating Committee: Julie Grinde and Ron Dietrich will make up the Board Officer Nominating Committee.

Trustee Education – Trustee Essential #7 The Library Board and Library Personnel: Scherer thought this topic of the Role of the Board and Role of the Director was important to highlight due to the recent change and hiring of a new delivery driver.

Select dates for 2022 meetings: Dietrich made a motion to amend the November 2022 meeting from Wednesday, November 16th to Wednesday, November 30th. Baumann seconded. Motion carried.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, January 26, 2022, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 6:28 p.m. by Kjelstrup and seconded by Grinde. Motion carried.

Respectfully submitted,

Kate Verhelst