

**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 26, 2022 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 26, 2022 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/807055493>

You can also dial in using your phone.

United States: [+1 \(224\) 501-3412](tel:+12245013412)

Access Code: 807-055-493

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 17, 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. November and December 2021 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of December 2021 and January 2022 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through December 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 Office & Outreach Coordinator's report (enclosure #10)
10. Unfinished business
 - a. Poll on a Meeting Time *ACTION REQUESTED*
11. New business
 - a. Authorize President to sign the 2021 Annual Report *ACTION REQUESTED*
 - b. Election of Officers for 2022-2023 *ACTION REQUESTED*
12. Trustee education – ALA's Library Bill of Rights (enclosure #11)
13. Confirm date and set place for March 31st meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, 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 26, 2022
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 26, 2022, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Chuck Krueger, Markus Ladd, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Jeremy Sehloff, Phil Vergowe

Members Absent: Jim Baumann, Darcie Schwalenberg-Kesler

Others Present: Rebbecca Barry, Julia Davis, Jeff Dawson, Lydia Dill, Amy Eisenschink, D Hankins, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Introductions: The Board welcomed five new members and introductions were made by all attendees to acquaint everyone.

Minutes: A motion was made by Ladd and seconded by Krueger to accept the minutes of the November 17, 2021, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Amy Eisenschink, Jeff Dawson, Rebbecca Barry, Lydia Dill, D Hankins, and Julia Davis.

Financial Business: A motion was made by Kjelstrup and seconded by Dietrich to approve the November and December 2021 financial reports. Motion carried.

A motion was made by Neuenfeldt and seconded by Grinde to approve the December 2021 and January 2022 payment of bills. Motion carried.

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

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

System Director's Report: A written report was included in the Board packets. Scherer highlighted MCLS's increased State Aid and what those funds have been or will be used for.

System IT/ILS Specialist's Report: A written report was included in the Board packets. M. Verhelst discussed work done assisting Lester and Chilton with software setup, as well as running annual report data for the member libraries.

Office & Outreach Coordinator's Report: A written report was included in the Board packets. K. Verhelst discussed the MCLS system wide staff Secret Santa event, it's success and plan for continuing the event in the future, as well as working on year-end duties in January.

Unfinished Business:

Poll on Meeting Time: Mueller polled attending Trustees on their preference of a 5:30 p.m. or 6:00 p.m. meeting start time. A majority of trustees voted to keep the meeting time at 5:30 p.m. A motion was made by Dietrich and seconded by Grinde to approve a meeting time of 5:30 p.m. Motion carried.

New Business:

Authorize President to Sign 2021 Annual Report: A motion was made by Dietrich and seconded by Brotcke to authorize the President to sign the 2021 Annual Report once available. Motion carried.

Approve Slate of Officers for 2022-2023: Julie Grinde and Ron Dietrich made up the Board Officer Nominating Committee. Dietrich reported the candidates for President, Vice-President and Secretary/Treasurer as follows: Ray Mueller-P, Cheryl Kjelstrup-VP, and Jeremy Sehloff-S/T. The committee asked for nominations from the floor. Hearing none, they asked for a motion to close the nominations and cast a unanimous ballot. A motion was made by Dietrich and seconded by Vergowe to accept the committee's recommendation. Motion carried.

Trustee Education – ALA's Library Bill of Rights: Scherer highlighted the importance of the policies in the Library Bill of Rights as it currently relates to events occurring not only within libraries in the Manitowoc-Calumet Library System, but also libraries nation-wide.

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

Adjourn: A motion to adjourn was made at 6:43 p.m. by Ladd and seconded by Neuenfeldt. 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, March 30, 2022 at 5:30 o'clock p.m. The meeting will be held at the New Holstein Public Library, New Holstein, WI 53061. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 30, 2022 at 5:30 p.m.

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

Board members and members of the public may attend the meeting in person at the New Holstein Public Library, or please join the meeting from your computer, tablet or smartphone at: <https://meet.goto.com/738482549>
You can also dial in using your phone: United States: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 738-482-549

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 2022 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. Review of 2021 audit financial statements by CLA (enclosure #2) *ACTION REQUESTED*
6. Reports from directors of member libraries
7. Financial Business
 - a. January and February 2022 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of February and March 2022 bills (enclosures #5, and #6) *ACTION REQUESTED*
 - c. LARS financial report through February 2022 (enclosure #7) *ACTION REQUESTED*
 - d. Reach Out and Read report (enclosure #8) *ACTION REQUESTED*
8. System Director's report (enclosure #9)
9. System IT/ILS Specialist's report (enclosure #10)
10. System Office & Outreach Coordinator's report (enclosure #11)
11. Unfinished business
 - a. 2021 Manitowoc-Calumet Library System Annual Report (enclosure #12)
12. New Business
 - a. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
 - b. Approve dental coverage for eligible MCLS staff *ACTION REQUESTED*
13. Trustee Education – Proposed Legislation - Senate Bill 1102 (enclosure #13)
14. Confirm date and set place for May 25th meeting
15. 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
March 30, 2022
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 30, 2022, at 5:36 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, , Chuck Krueger, Markus Ladd, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Phil Vergowe

Members Absent: Jim Baumann, Cheryl Kjelstrup, Jeremy Sehloff

Others Present: Rebbecca Barry, Jeff Dawson, Amy Eisenschink, Bryan Grunewald, D Hankins, Rebecca Scherer, Jon Swanson, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Grinde and seconded by Vergowe to accept the minutes of the January 26, 2022, MCLS Board meeting. A change proposed by Kjelstrup via email prior to the meeting was presented. A motion was made by Dietrich and seconded by Krueger to accept the change and approve the edited minutes. Motion carried.

Review of 2021 Audit Financial Statements: Bryan Grunewald from CLA reviewed the 2021 audit financial statements with the Board. A motion was made by Dietrich and seconded by Krueger to approve the 2021 audit financial statements. Motion carried.

Member Library Directors' Reports: Reports were presented by D Hankins, Rebbecca Barry, Jeff Dawson, Amy Eisenschink, with a written report from Lydia Dill presented by Scherer.

Financial Business: A motion was made by Vergowe and seconded by Dietrich to approve the January and February 2022 financial reports. Motion carried.

A motion was made by Dietrich and seconded by Krueger to approve the February and March 2022 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Schwalenberg-Kesler to approve the LARS financial report through February 2022. Motion carried.

A motion was made by Ladd and seconded by Neuenfeldt to approve the Reach Out and Read report through February 2022. Motion carried.

System Director's Report: A written report was included in the Board packets.

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

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

Unfinished Business: Scherer reviewed the 2021 Manitowoc-Calumet Library System Annual Report with the Board.

New Business:

Set Dates for Manitowoc and Calumet County Library Advisory Committee

Meetings: Dates of Wednesday, May 18th and Thursday, May 19th were discussed to hold the Calumet and Manitowoc County Library Advisory Committee meetings, respectively. The Calumet County meeting will be held at the Chilton Public Library, and the Manitowoc County meeting will be held at the Manitowoc Public Library. Both meetings will begin at 5:00 pm. A motion was made by Dietrich and seconded by Vergowe to set the meeting dates. Motion carried.

Approve Dental Coverage for Eligible MCLS Staff: Scherer presented information on MCLS provided dental coverage information from Delta Dental for eligible staff. Scherer would be the only employee requesting coverage at this time. A motion was made by Dietrich and seconded by Brotcke to dental coverage for eligible MCLS staff. Motion carried.

Trustee Education – Proposed Legislation – Senate Bill 1102: Scherer discussed the proposed legislation that could require public libraries and public schools to remove “harmful material” accessible to pupils and minors. It was noted this bill was proposed by legislators from the north-eastern Wisconsin area that have jurisdiction within the Manitowoc-Calumet Library System area. Although this legislation does not require immediate action, it is a bill for libraries and trustees around the nation to be aware of and to be prepared to address in the future.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, May 25, 2022, at 5:30 p.m., at the Kiel Public Library.

Adjourn: A motion to adjourn was made at 7:19 p.m. by Dietrich and seconded by Neuenfeldt. 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, May 25, 2022 at 5:30 o'clock p.m. The meeting will be held at the Kiel Public Library, Kiel, WI 53042. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, May 25, 2022 at 5:30 p.m.

Kiel Public Library
511 Third Street
Kiel, WI 53042

Board members and members of the public may attend the meeting in person at the Kiel Public Library, or please join the meeting from your computer, tablet or smartphone at: <https://meet.goto.com/530782981> You can also dial in using your phone: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 530-782-981

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 30, 2022 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. Reports from directors of member libraries
6. Financial Business
 - a. March and April 2022 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of April and May 2022 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through April 2022 (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 report (enclosure #9)
9. System Office and Outreach Coordinator's report (enclosure #10)
10. Unfinished business
11. New business
12. Trustee Education – Material Challenges
13. Confirm date July 27, 2022 and set place for meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Scherer, System Director at (920) 686-3051. If you require special needs accommodations for this meeting, please contact the System Director at 920-686-3051 (telephone), at least 48 hours in advance.

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
May 25, 2022
Kiel Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Kiel Public Library on Wednesday, May 25, 2022, at 5:31 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Phil Vergowe

Members Absent: Jim Baumann, Cheryl Kjelstrup, Chuck Krueger, Markus Ladd, Jeremy Sehloff

Others Present: Rebbecca Barry, Jim Brotcke, Julia Davis, Jeff Dawson, Lydia Dill, Amy Eisenschink, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Dietrich and seconded by Brotcke to accept the minutes of the March 30, 2022, MCLS Board meeting. Mueller noted the dates for the Manitowoc and Calumet County Library Advisory Committee meetings were incorrect. Motion carried.

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

Financial Business: A motion was made by Grinde and seconded by Neuenfeldt to approve the March and April 2022 financial reports. Motion carried.

A motion was made by Neuenfeldt and seconded by Brotcke to approve the April and May 2022 payment of bills. Motion carried.

A motion was made by Neuenfeldt and seconded by Vergowe to approve the LARS financial report through April 2022. Motion carried.

A motion was made by Marchant and seconded by Neuenfeldt to approve the Reach Out and Read report through April 2022. Motion carried.

System Director's Report: A written report was included in the Board packets.

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

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

Trustee Education – Material Challenges: Scherer shared that recently a Manitowoc Public Library trustee has contacted each member library regarding their materials challenge policy, and that K. Verhelst has added resources to the MCLS website to assist libraries in dealing with material challenges. Mueller noted that Chilton Public Library recently updated their material challenge policy indicating that only Calumet County residents may challenge material.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, July 27, 2022, at 5:30 p.m., at the Lester Public Library.

Adjourn: A motion to adjourn was made at 6:38 p.m. by Brotcke and seconded by Neuenfeldt. 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, July 27, 2022 at 5:30 o'clock p.m. The meeting will be held at the Lester Public Library, Two Rivers, 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 27, 2022 at 5:30 p.m.**

Lester Public Library
1001 Adams Street
Two Rivers, WI 54241

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

<https://meet.goto.com/491603629>

You can also dial in using your phone. [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 491-603-629

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 25, 2022 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. May and June 2022 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of June and July 2022 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report through June 2022 (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. Schedule Finance Committee Meeting to review 2023 Budget Proposal and 2022 Budget Revision
 - b. Schedule Personnel Committee meeting for Director's annual performance review
 - c. Approve NEWI Continuing Education Services Agreement for 2023-2025 (enclosure #11)
ACTION REQUESTED
12. Trustee Education – Trustee Training Week, August 22nd – 26th (enclosure #12)
13. Confirm date September 28, 2022 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 27, 2022
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Lester Public Library on Wednesday, July 27, 2022, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, Mary Hoerth, Cheryl Kjelstrup, Chuck Krueger, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler

Members Absent: Jim Baumann, Markus Ladd, Jeremy Sehloff

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

Minutes: A motion was made by Dietrich and seconded by Brotcke to accept the minutes of the May 25, 2022, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Rebbecca Barry and Amy Eisenschink, and with Scherer reading reports from Lydia Dill and D Hankins.

Financial Business: A motion was made by Kjelstrup and seconded by Neuenfeldt to approve the May and June 2022 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Neuenfeldt to approve the June and July 2022 payment of bills. Motion carried.

A motion was made by Brotcke and seconded by Marchant to approve the LARS financial report through June 2022. Motion carried.

A motion was made by Krueger and seconded by Neuenfeldt to approve the Reach Out and Read report through June 2022. Motion carried.

System Director's Report: A written report was included in the Board packets.

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

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

New Business: A motion was made by Neuenfeldt and seconded by Kjelstrup to approve the NEWI Continuing Education Services Agreement for 2023-2025. Motion carried.

The Finance Committee Meeting was set to meet on Tuesday, August 23, 2022 at 4:30 p.m., consisting of Mueller, Krueger, and Sehloff, with Brotcke as an alternate.

The Personnel Committee Meeting was set to meet on Tuesday, August 23, 2022 at 5:00 p.m., consisting of Brotcke, Kjelstrup, Marchant, and Mueller. Scherer asked to have the Committee review the Personnel Handbook and make revisions as presented.

Trustee Education – Trustee Training Week, August 22nd-26th: Scherer shared that Trustee Training week is coming up towards the end of August, briefly described the sessions, and encouraged trustees to sign up.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, September 28, 2022, at 5:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 6:24 p.m. by Neuenfeldt and seconded by Marchant. 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, September 28, 2022 at 5:30 o'clock p.m. The meeting will be held at the Chilton Public Library, Chilton, WI 53014. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING

Wednesday, September 28, 2022 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:

<https://meet.goto.com/445114997>

You can also dial in using your phone: [+1 \(408\) 650-3123](tel:+14086503123) Access Code: 445-114-997

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 27, 2022 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, 2022 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of August and September, 2022 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. July and August, 2022 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. Revised MCLS Employee Policy and Handbook (enclosure #12)
 - c. Approve 2023 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
 - d. Adopt Line Item and Program Budgets (enclosures #14 and #15) *ACTION REQUESTED*
 - e. Adopt System Plan (enclosure #16) *ACTION REQUESTED*
12. Trustee Education – Trustee Training Review
13. Confirm and set place for November 30, 2022 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 28, 2022
Chilton Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Chilton Public Library on Wednesday, September 28, 2022, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, Mary Hoerth, Cheryl Kjelstrup, Markus Ladd, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Don Weiss

Members Absent: Jim Baumann, Chuck Krueger, Megan Marchant, Jeremy Sehloff

Others Present: Karin Adams, Rebbecca Barry, Jeff Dawson, Lydia Dill, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Hoerth and seconded by Neuenfeldt to accept the minutes of the July 27, 2022, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Rebbecca Barry, Lydia Dill, Jeff Dawson, and Karin Adams, with Rebbecca Barry reading a report from D Hankins.

Financial Business: A motion was made by Kjelstrup and seconded by Brotcke to approve the July and August 2022 financial reports. Motion carried.

A motion was made by Neuenfeldt and seconded by Grinde to approve the August and September 2022 payment of bills. Motion carried.

A motion was made by Grinde and seconded by Neuenfeldt to approve the LARS financial report through August 2022. Motion carried.

A motion was made by Brotcke and seconded by Kjelstrup to approve the Reach Out and Read report through August 2022. Motion carried.

System Director's Report: A written report was included in the Board packets.

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

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

New Business: A motion was made by Dietrich and seconded by Kjelstrup to approve the Personnel Committee report. Motion carried.

A motion was made by Kjelstrup and seconded by Brotcke to approve the revised MCLS

Employee Policy and Handbook. After discussion, Kjelstrup amended her motion to eliminate “including delivery drivers” in the Death in the Family section on page 11 of the handbook. Brotcke amended her second. Motion of amendment carried.

Dietrich motioned to add an amendment to add the heading Other Leave after Death in the Family. Hoerth seconded. Motion carried.

Neuenfeldt motioned to add an amendment in the Death in the Family section on page 11 to add “partner” to spouse, to thus read as “spouse/partner”. Hoerth seconded. Motion carried.

After all motions of amendments to the MCLS Employee Policy and Handbook carried, the original motion to approve revisions carried.

A motion was made by Dietrich and seconded by Brotcke to approve the 2023 Resource Library Agreement. Motion carried.

A motion was made by Hoerth and seconded by Neuenfeldt to adopt Line Item and Program Budgets. Motion carried.

A motion was made by Dietrich and seconded by Neuenfeldt to adopt the System Plan. Motion carried.

Trustee Education – Trustee Training Week Recap: Mueller asked if anyone watched at least two webinars from Trustee Training week. Only one trustee had, so it was encouraged that more trustees watch recordings of the training.

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

Adjourn: A motion to adjourn was made at 7:04 p.m. by Dietrich 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 30, 2022 at 5:30 o'clock p.m. The meeting will be held at the Brillion Public Library, Brillion, WI 54110. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, November 30, 2022 at 5:30 p.m.
Brillion Public Library
326 N. Main Street
Brillion, WI 54110**

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

<https://meet.goto.com/916408517>

You can also dial in using your phone: [+1 \(571\) 317-3122](tel:+15713173122) Access Code: 916-408-517

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 28, 2022 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, 2022 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2022 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. September and October, 2022 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. Update of Board member appointments and reappointments for 2023-2025 (enclosure #11)
 - b. Nominate Vice President for 2023 *ACTION REQUESTED*
 - c. Designate Banking Institutions for 2023 *ACTION REQUESTED*
 - d. Approve New Year's Eve as an MCLS paid holiday *ACTION REQUIRED*
 - e. Approve Logo Redesign quote (enclosure #12) *ACTION REQUESTED*
 - f. Approve Legal Opinion on recently approved MCLS Employee Policy and Handbook *ACTION REQUESTED*
12. Trustee Education – 2023-2027 LSTA Strategic Plan (enclosure #13)
13. Select dates for 2023 meetings and confirm date and time (January 25) and set place for next meeting (enclosure #14)
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 30, 2022
Brillion Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Brillion Public Library on Wednesday, November 30, 2022, at 5:30 p.m., by President of the Board, Ray Mueller.

Members Present: Deborah Brotcke, Ron Dietrich, Julie Grinde, Mary Hoerth, Cheryl Kjelstrup, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler

Members Absent: Jim Baumann, Chuck Krueger, Markus Ladd, Jeremy Sehloff, Don Weiss

Others Present: Rebbecca Barry, Jim Brotcke, D Hankins, Rebecca Scherer, Margie Verhelst, Kate Verhelst

Minutes: A motion was made by Dietrich and seconded by Schwalenberg-Kesler to accept the minutes of the September 28, 2022, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Rebbecca Barry and D Hankins, with Scherer reading reports from Jeff Dawson, Julia Davis, and Karin Adams.

Financial Business: A motion was made by Kjelstrup and seconded by Brotcke to approve the September and October 2022 financial reports. Motion carried.

A motion was made by Kjelstrup and seconded by Marchant to approve the October and November 2022 payment of bills. Motion carried.

A motion was made by Neuenfeldt and seconded by Brotcke to approve the LARS financial report through October 2022. Motion carried.

A motion was made by Kjelstrup and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through October 2022. Motion carried.

System Director's Report: A written report was included in the Board packets.

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

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

Prior to New Business, Kjelstrup presented a reading of highlights from her 24 years of service on the Manitowoc-Calumet Library System Board.

New Business: A motion was made by Marchant and seconded by Neuenfeldt to approve the nomination of Deborah Brotcke as Vice President for 2023. Motion carried.

A motion was made by Kjelstrup and seconded by Brotcke to continue using Bank First National and Nicolet National Bank as the designated banking institutions for 2023. Motion carried.

A motion was made by Neuenfeldt and seconded by Marchant to approve New Year's Eve as an MCLS paid holiday. Motion carried.

A motion was made by Neuenfeldt and seconded by Marchant to approve the logo redesign quote. Motion carried.

A motion was made by Dietrich and seconded by Neuenfeldt to approve obtaining legal opinion on MCLS Employee Policy and Handbook. Motion rejected.

Trustee Education – 2023-2027 LSTA Strategic Plan: Scherer discussed the DPI's LSTA strategic plan 2-page summary.

Confirm dates for 2023 meetings and set date and place for next meeting: A motion was made by Marchant and seconded by Brotcke to approve dates as presented for the 2023 MCLS board meetings. Motion carried.

The next MCLS Board meeting will be held on Wednesday, January 25, 2023, at 5:30 p.m., at the Manitowoc Public Library.

Adjourn: A motion to adjourn was made at 7:01 p.m. by Neuenfeldt and seconded by Schwalenberg-Kesler. Motion carried.

Respectfully submitted,

Kate Verhelst