

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
March 27, 2024  
New Holstein Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the New Holstein Public Library on Wednesday, March 27, 2024, at 5:30 p.m., by President of the Board, Natasha Khan.

**Members Present:** Ron Dietrich, Mary Hoerth, Natasha Khan, Ray Mueller, Don Weiss, Megan Marchant, Darcie Schwalenberg-Kesler, Amy Eisenschink, Kali Hentges, Sara Meier, Don Zimmer

**Members Absent:** Jeremy Sehloff, Deboarh Brotcke, Chuck Krueger, Patrick Neuenfeldt

**Others Present:** Karin Adams, Lydia Dill, D Hankins, Rebecca Scherer, William Sonntag, Rebecca Barry

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**Minutes:** A motion was made by Hoerth and seconded by Schwalenberg-Kesler to accept the minutes of the January 31, 2024, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by D Hankins, Karin Adams, Lydia Dill, Rebecca Barry, and Scherer reported on behalf of Julia Davis from Kiel.

**Financial Business:** A motion was made by Eisenschink and seconded by Schwalenberg-Kesler to approve the January and February 2024 financial reports. Motion carried.

A motion was made by Hoerth and seconded by Schwalenberg-Kesler to approve the February and March 2024 payment of bills. Motion carried.

A motion was made by Weiss and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through February 2024. 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:** Although the agenda didn't indicate that action was required, a motion was requested by Mueller to approve the 2023 Annual Report. A motion was made by Schwalenberg-Kesler and seconded by Mueller to approve the 2023 Annual Report. Motion carried.

**New Business:**

**Set Dates for Manitowoc and Calumet County Library Advisory Committee**

**Meetings:** Dates of Wednesday, May 22<sup>nd</sup> and Thursday, May 23<sup>rd</sup> 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 Schwalenberg-Kesler and seconded by Mueller to set the meeting dates. Motion carried.

The MCLS Personnel Policies and Procedures were reviewed, and changes were requested. A motion was made by Dietrich and seconded by Marchant to review and approve the requested changes at the next MCLS Board meeting in May. Motion carried.

A motion was made by Marchant and seconded by Schwalenberg-Kesler to schedule a Personnel Committee meeting on Wednesday, April 17<sup>th</sup> at 5:00 pm at the Manitowoc Public Library for the purpose of reviewing the job description for a proposed new MCLS staff position.

**Trustee Education – Trustee Job Description:** Scherer discussed the main duties of a trustee including fiscal oversight, hiring and evaluating the Director, and promoting the library system and the member libraries.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, May 29, 2024, at 5:30 p.m., at the Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 6:20 p.m. by Schwalenberg-Kesler and seconded by Eisenschink. Motion carried.

Respectfully submitted,

Rebecca Scherer