

**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 25, 2023 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 25, 2023 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://meet.goto.com/925699989>

**You can also dial in using your phone:** Access Code: 925-699-989 United States: [+1 \(571\) 317-3122](tel:+15713173122)

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 30, 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)
  - a. Staff Appreciation Event
5. Reports from directors of member libraries
6. Financial Business
  - a. November and December 2022 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2022 and January 2023 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through December 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. Authorize President to sign the 2022 Annual Report *ACTION REQUESTED*
  - b. Election of Vice President for the remainder of 2022-2023 Term *ACTION REQUESTED*
12. Trustee education – WLA 2023 Legislative Policy Statement (enclosure #11)
13. Confirm date and set place for March 29<sup>th</sup> 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](mailto: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  
January 25, 2023  
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 25, 2023, at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Julie Grinde, Mary Hoerth, Natasha Khan, Chuck Krueger, Markus Ladd, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Don Weiss

**Members Absent:** Jim Baumann, Darcie Schwalenberg-Kesler, Jeremy Sehloff

**Others Present:** Karin Adams, Rebecca Barry, Bobbie Behnke, Rebecca Scherer, Margie Verhelst, Kate Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Grinde to accept the minutes of the November 30, 2022, MCLS Board meeting. Motion carried.

**Communications:** Mueller promoted a recent Meet and Greet event that took place between Chilton Public Library Trustees and staff members at the December 2022 board meeting. He spoke of the success of the event and encouraged other libraries to consider doing this in the future.

**Member Library Directors' Reports:** Reports were presented by Karin Adams, Bobbie Behnke, and Rebecca Barry, with Scherer reading reports from Jeff Dawson and D Hankins.

**Financial Business:** A motion was made by Neuenfeldt and seconded by Marchant to approve the November and December 2022 financial reports. Motion carried.

A motion was made by Grinde and seconded by Neuenfeldt to approve the December 2022 and January 2023 payment of bills. Motion carried.

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

A motion was made by Grinde and seconded by Neuenfeldt to approve the Reach Out and Read report through December 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 Krueger and seconded by Marchant to authorize the President to sign the 2022 Annual Report. Motion carried.

A motion was made by Neuenfeldt and seconded by Grinde to elect Deborah Brotcke as Vice President for the remainder of the 2022-2023 term. Motion carried.

**Trustee Education – WLA 2023 Legislative Policy Statement:** Scherer discussed the Legislative Policy Statement issued by the Wisconsin Library Association which has historically been provided at the Library Legislative Day event held in February.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, March 29, 2023, at 5:30 p.m., at the New Holstein Public Library.

It was discussed to change the March 2024 meeting place from New Holstein Public Library to the Lester Public Library to allow Trustees to view the “World on the Move: 250,000 Years of Human Migration” exhibit to be hosted by Lester Public Library from March 18, 2024- April 26, 2024.

**Adjourn:** A motion to adjourn was made at 6:34 p.m. by Krueger 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 29, 2023 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 29, 2023 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/258182333>**

**You can also dial in using your phone:** United States: [+1 \(408\) 650-3123](tel:+14086503123) Access Code: 258-182-333

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 2023 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 2022 audit financial statements by CLA (enclosure #2) *ACTION REQUESTED*
6. Reports from directors of member libraries
7. Financial Business
  - a. January and February 2023 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
  - b. Payment of February and March 2023 bills (enclosures #5 and #6) *ACTION REQUESTED*
  - c. LARS financial report through February 2023 (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. 2022 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. Review MCLS Constitution and Bylaws for possible revisions (enclosure #13) *ACTION REQUESTED*
  - c. Format for Director's Evaluation
13. Trustee Education – 2023 Senate Bill 10 and Assembly Bill 15 (enclosures #14 and #15)
14. Confirm date and set place for May 31<sup>st</sup> 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](mailto: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 29, 2023  
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 29, 2023, at 5:32 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Ray Mueller, Patrick Neuenfeldt, Don Weiss

**Members Absent:** Jim Baumann, Markus Ladd, Megan Marchant, Darcie Schwalenberg-Kesler, Jeremy Sehloff

**Others Present:** Karin Adams, Julia Davis, Jeff Dawson, Lydia Dill, Bryan Gruenwald, D Hankins, Rebecca Scherer, Jon Swanson, Margie Verhelst, Kate Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Neuenfeldt to accept the minutes of the January 25, 2023, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson and D Hankins prior to the audit discussion, and Karin Adams, Lydia Dill, and Julia Davis, with comments from Ray Mueller regarding Chilton Public Library after the audit discussion.

**Review of 2022 Audit Financial Statements:** Bryan Grunewald from CLA reviewed the 2022 audit financial statements with the Board. A motion was made by Neuenfeldt and seconded by Krueger to approve the 2022 audit financial statements. Motion carried.

**Financial Business:** A motion was made by Dietrich and seconded by Neuenfeldt to approve the January and February 2023 financial reports. Motion carried.

A motion was made by Khan and seconded by Brotcke to approve the February and March 2023 payment of bills. Motion carried.

A motion was made by Neuenfeldt and seconded by Weiss to approve the LARS financial report through February 2023. Motion carried.

A motion was made by Krueger and seconded by Khan to approve the Reach Out and Read report through February 2023. 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 2022 Annual Report. A motion was made by Weiss and seconded by Neuenfeldt to approve the 2022 Annual Report. Motion carried.

**New Business:**

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

**Meetings:** Dates of Wednesday, May 24<sup>th</sup> and Thursday, May 25<sup>th</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 Neuenfeldt and seconded by Brotcke to set the meeting dates. Motion carried.

The MCLS Constitution and Bylaws were reviewed and changes suggested. A motion was made by Weiss and seconded by Khan to approve the MCLS Constitution and Bylaws with discussed revisions. Motion carried.

Discussion was held regarding the format of the upcoming Director's Evaluation.

**Trustee Education – 2023 Senate Bill 10 and Assembly Bill 15:** Scherer discussed the Senate Bill 10 and Assembly Bill 15.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, May 31, 2023, at 5:30 p.m., at the Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 7:13 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 31, 2023 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 31, 2023 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/418212429>**

**You can also dial in using your phone: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 418-212-429**

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 29, 2023 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 2023 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of April and May 2023 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through April 2023 (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
  - a. CLA Schedule of Fees for future audits (enclosure #11) *ACTION REQUESTED*
  - b. Director's Evaluation Format (enclosure #12)
12. Trustee Education – New Proposed Legislation (enclosures #13, #14, and #15)
13. Confirm date July 26, 2023 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 31, 2023  
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 31, 2023, at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Natasha Khan, Chuck Krueger, Markus Ladd, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Don Weiss

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

**Others Present:** Karin Adams, Jim Brotcke, Julia Davis, Jeff Dawson, Lydia Dill, Rebecca Scherer, Margie Verhelst, Kate Verhelst

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**Minutes:** A motion was made by Marchant and seconded by Schwalenberg-Kesler to accept the minutes of the March 29, 2023, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by Julia Davis, Lydia Dill, Jeff Dawson and Karin Adams, with a short update from Ray Mueller regarding Chilton Public Library.

**Financial Business:** A motion was made by Krueger and seconded by Khan to approve the March and April 2023 financial reports. Motion carried.

A motion was made by Weiss and seconded by Neuenfeldt to approve the April and May 2023 payment of bills. Motion carried.

A motion was made by Brotcke and seconded by Schwalenberg-Kesler to approve the LARS financial report through April 2023. Motion carried.

A motion was made by Marchant and seconded by Neuenfeldt to approve the Reach Out and Read report through April 2023. 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 Brotcke to approve the Clifton Larsen Allen (CLA) Schedule of Fees for future audits. Motion carried.

Discussion was held regarding the format of the upcoming Director's Evaluation with consensus to make a decision on any changes at the July board meeting.

**Trustee Education – New Proposed Legislation:** Scherer discussed new legislation, LRB-0423 and LRB-0522, recently introduced.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, July 26, 2023, at 5:30 p.m., at the Lester Public Library.

**Adjourn:** A motion to adjourn was made at 6:40 p.m. by Dietrich and seconded by Ladd. 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 26, 2023 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 26, 2023 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/978172949>

**You can also dial in using your phone: [+1 \(408\) 650-3123](tel:+14086503123) Access Code: 978-172-949**

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 31, 2023 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 2023 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of June and July 2023 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through June 2023 (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 2024 Budget Proposal and 2023 Budget Revision
  - b. Schedule Personnel Committee meeting for Director's annual performance review
  - c. Director's Evaluation Form and Job Description (enclosures #11 and #12)
12. Trustee Education – Trustee Training Week, August 21<sup>st</sup> – 25<sup>th</sup> (enclosure #13)
13. Confirm date September 27, 2023 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](mailto: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 26, 2023  
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 26, 2023, at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Megan Marchant, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Don Weiss

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

**Others Present:** Jeff Dawson, Rebecca Scherer, Margie Verhelst, Kate Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Brotcke to accept the minutes of the May 31, 2023, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, with Scherer sharing reports for Manitowoc, Chilton and Brillion Public Libraries.

**Financial Business:** A motion was made by Neuenfeldt and seconded by Khan to approve the May and June 2023 financial reports. Motion carried.

A motion was made by Weiss and seconded by Neuenfeldt to approve the June and July 2023 payment of bills. Motion carried.

A motion was made by Marchant and seconded by Brotcke to approve the LARS financial report through June 2023. Motion carried.

A motion was made by Neuenfeldt and seconded by Weiss to approve the Reach Out and Read report through June 2023. 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:**

The Finance Committee Meeting was set to meet on Thursday, August 24, 2023 at 4:00 p.m., consisting of Mueller, Dietrich, Weiss, and Sehloff.

The Personnel Committee Meeting was set to meet on Thursday, August 24, 2023 at 4:45 p.m., consisting of Brotcke, Neuenfeldt, Marchant, and Mueller. The Committee will be discussing the upcoming retirement of Margie Verhelst and updating the IT Specialist job description.

**Trustee Education – Trustee Training Week, August 21<sup>nd</sup>-25<sup>th</sup>:** 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 27, 2023, at 5:30 p.m., at the Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 6:23 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 27, 2023 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 27, 2023 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/893117989>

**You can also dial in using your phone: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 893-117-989**

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 26, 2023 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, 2023 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of August and September, 2023 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. July and August, 2023 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 (enclosures #11 and #12) *ACTION REQUESTED*
  - b. Approve 2024 Resource Library Agreement (enclosure #13) *ACTION REQUESTED*
  - c. Adopt Line Item and Program Budgets (enclosures #14 and #15) *ACTION REQUESTED*
  - d. Adopt 2024 System Plan (enclosure #16) *ACTION REQUESTED*
  - e. Discuss trustee absences
12. Trustee Education – Trustee Training Review
13. Confirm and set place for November 29, 2023 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](mailto: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 27, 2023  
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 27, 2023, at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Megan Marchant, Ray Mueller, Darcie Schwalenberg-Kesler

**Members Absent:** Jim Baumann, Patrick Neuenfeldt, Jeremy Sehloff, Don Weiss

**Others Present:** Karin Adams, Rebbecca Barry, Jim Brotcke, Jeff Dawson, Lydia Dill, D Hankins, Rebecca Scherer, Margie Verhelst, Kate Verhelst

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After calling the meeting to order, Mueller introduced the Chilton Public Library's Battle of the Books team that won first place in this year's competition, asked them to discuss their experience with the program, and congratulated them.

**Minutes:** A motion was made by Hoerth and seconded by Marchant to accept the minutes of the July 26, 2023, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by Rebbecca Barry, D Hankins, Lydia Dill, Jeff Dawson, and Karin Adams.

**Financial Business:** A motion was made by Marchant and seconded by Krueger to approve the July and August 2023 financial reports. Motion carried.

A motion was made by Hoerth and seconded by Schwalenberg-Kesler to approve the August and September 2023 payment of bills. Motion carried.

A motion was made by Brotcke and seconded by Khan to approve the LARS financial report through August 2023. Motion carried.

A motion was made by Krueger and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through August 2023. 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 Marchant and seconded by Brotcke to approve the Personnel Committee report. Motion carried.

A motion was made by Hoerth and seconded by Schwalenberg-Kesler to approve the 2024 Resource Library Agreement. Motion carried.

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

A motion was made by Krueger and seconded by Brotcke to adopt the 2024 System Plan. Motion carried.

**Trustee Education – Trustee Training Review:** Mueller shared that he attended almost all of the sessions, and commented on how well done they were and encouraged trustees to watch the recordings if they were not able to attend during Trustee Training Week. Brotcke also attended several sessions and spoke highly of the trainings.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, November 29, 2023, at 5:30 p.m., at the Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 7:15 p.m. by Dietrich and seconded by Khan. 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 29, 2023 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 29, 2023 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/686678549>

**You can also dial in using your phone: +1 (571) 317-3122 Access Code: 686-678-549**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 27, 2023 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, 2023 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of October and November, 2023 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. September and October, 2023 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 2024-2026 (enclosure #11)
  - b. Appoint Board Officer Nominating Committee to nominate officers for 2024-2025
12. Trustee Education – Handout created for Library Legislative Day 2024 (enclosure #12)
13. Select dates for 2024 meetings and confirm date and time (January 31) and set place for next meeting (enclosure #13) *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](mailto: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 29, 2023  
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 29, 2023, at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Ray Mueller, Patrick Neuenfeldt, Don Weiss

**Members Absent:** Jim Baumann, Megan Marchant, Darcie Schwalenberg-Kesler, Jeremy Sehloff

**Others Present:** Jeff Dawson, Rebecca Scherer, Margie Verhelst, Kate Verhelst

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**Minutes:** A motion was made by Hoerth and seconded by Dietrich to accept the minutes of the September 27, 2023, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, with Scherer giving an update on Chilton Public Library from Rebecca Barry.

**Financial Business:** A motion was made by Dietrich and seconded by Neuenfeldt to approve the September and October 2023 financial reports. Motion carried.

A motion was made by Hoerth and seconded by Dietrich to approve the October and November 2023 payment of bills. Motion carried.

A motion was made by Weiss and seconded by Brotcke to approve the LARS financial report through October 2023. Motion carried.

A motion was made by Neuenfeldt and seconded by Weiss to approve the Reach Out and Read report through October 2023. 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 – Trustee Training Review:** Scherer discussed a handout created for Library Legislative Day 2024, which is coming up in early February 2024.

**Confirm dates for 2024 meetings and set date and place for next meeting:** A motion was made by Dietrich and seconded by Brotcke to approve dates for the 2024 MCLS board meetings, with a change for the November 2024 meeting from the 27<sup>th</sup> to the 20<sup>th</sup>. Motion carried.

The next MCLS Board meeting will be held on Wednesday, January 31, 2024, at 5:30 p.m., at the Manitowoc Public Library.

**Adjourn:** A motion to adjourn was made at 6:12 p.m. by Hoerth and seconded by Neuenfeldt. Motion carried.

Respectfully submitted,

Kate Verhelst