

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
March 26, 2025
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 26, 2025, at 5:30 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Ray Mueller, Megan O'Connor, Darcie Schwalenberg-Kesler, Sara Meier, Scott Tuma, Don Weiss, Don Zimmer

Members Absent: Kali Hentges, Jeremy Sehloff

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

Minutes: A motion was made by Mueller and seconded by Schwalenberg-Kesler to accept the minutes of the January 29, 2025, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by D Hankins, Julia Davis, Lydia Dill, Jeff Dawson, and Rebecca Barry. Scherer reported briefly on events at Manitowoc Public Library.

Financial Business: A motion was made by Hoerth and seconded by Krueger to approve the January and February 2025 financial reports. Motion carried.

A motion was made by Krueger and seconded by O'Connor to approve the February and March 2025 payment of bills. Motion carried.

A motion was made by Schwalenberg-Kesler and seconded by Brotcke to approve the Reach Out and Read report through February 2025. 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.

LARS Consultant's Report: A written report was included in the Board packets.

New Business:

Set Dates for Manitowoc and Calumet County Library Advisory Committee

Meetings: Dates of Wednesday, June 11th and Thursday, June 12th 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 Mueller and seconded by Dietrich to set the meeting dates. Motion carried.

Trustee Education – Trustee Tales – The Library Board and Closed Sessions & The Library Board and Open Meetings Law: Krueger pointed out the importance of being aware of email exchanges that provide information that could be considered “conducting business” without that intention, which can be in violation of Open Meetings Law. Dietrich also pointed out the potential of “walking quorums”, and advised to be aware of situations that might unintentionally create a “walking quorum”.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, May 28, 2025, at 5:30 p.m., at the Kiel Public Library.

Adjourn: A motion to adjourn was made at 6:11 p.m. by Krueger and seconded by Hoerth. Motion carried.

Respectfully submitted,

Kate Verhelst