

**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 31, 2024 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 31, 2024 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/443512485>**

**You can also dial in using your phone:** Access Code: 443-512-485 United States: [+1 \(571\) 317-3122](tel:+15713173122)

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 29, 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. November and December 2023 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of December 2023 and January 2024 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. LARS financial report through December 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. Authorize President to sign the 2023 Annual Report *ACTION REQUESTED*
  - b. Election of Officers for 2024-2025 *ACTION REQUESTED*
  - c. Designate Banking Institutions for 2024 *ACTION REQUESTED*
  - d. Approve 3-Year Lease Agreement with MPL (enclosure #11) *ACTION REQUESTED*
12. Trustee education – WLA 2024 Wisconsin Libraries by the Numbers (enclosure #12)
13. Confirm date and set place for March 27<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 31, 2024  
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 31, 2024 at 5:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Amy Eisenschink, Kali Hentges, Mary Hoerth, Natasha Khan, Chuck Krueger, Megan Marchant, Sara Meier, Ray Mueller, Patrick Neuenfeldt, Darcie Schwalenberg-Kesler, Don Weiss

**Members Absent:** Jeremy Sehloff, Don Zimmer

**Others Present:** Karin Adams, Rebbecca Barry, Jeff Dawson, Rebecca Scherer, Bill Sonntag, Margie Verhelst, Kate Verhelst

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Amy Eisenschink abstained from all voting due to potential conflict of interest prior to the first actionable item of the meeting.

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

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, Rebbecca Barry and Karin Adams, with Scherer giving an update on New Holstein Public Library from D Hankins and Brillion Public Library from Lydia Dill.

**Financial Business:** A motion was made by Marchant and seconded by Khan to approve the November and December 2023 financial reports. Motion carried.

A motion was made by Hoerth and seconded by Weiss to approve the December 2023 and January 2024 payment of bills. Motion carried.

A motion was made by Krueger and seconded by Marchant to approve the LARS financial report through December 2023. Motion carried. It was noted this account was closed as the remaining funds were distributed to Manitowoc Public Library, and will no longer be on the agenda going forward.

A motion was made by Weiss and seconded by Khan to approve the Reach Out and Read report through December 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:**

**Authorize President to Sign 2023 Annual Report:** A motion was made by Dietrich and seconded by Marchant to authorize the President to sign the 2023 Annual Report. Motion carried.

**Approve Slate of Officers for 2024-2025:** Don Weiss and Mary Hoerth made up the Board Officer Nominating Committee. Weiss reported the candidates for President, Vice-President and Secretary/Treasurer as follows: Natasha Kahn-P, Deborah Brotcke -VP, and Jeremy Sehloff-S/T. It was noted that the bylaws require one member from each county to be represented on the slate of officers.

Neuenfeldt made a motion to select Kahn for President, Mueller as Vice President, and Sehloff as Secretary/Treasurer as the new slate of officers. Krueger seconded. Motion carried.

Neuenfeldt then made a motion to close nominations, seconded by Marchant. The Board voted to approve the slate of officers. Motion carried.

**Designate Banking Institutions for 2024:** A motion was made by Dietrich and seconded by Hoerth to continue using Bank First National and Nicolet National Bank as the designated banking institutions for 2024. Motion carried.

**Approve 3-year Lease with Manitowoc Public Library:** A motion was made by Marchant and seconded by Kahn to approve the 3-year lease with MPL. Discussion of the details regarding changes to the lease followed. Motion carried, with Neuenfeldt abstaining and Brotcke voting no.

**Trustee Education – WLA 2024 Wisconsin Libraries by the Numbers:** Scherer presented a handout created by WLA for Library Legislative Day 2024, which she will be attending next week.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, March 27, 2024, at 5:30 p.m., at the New Holstein Public Library.

**Adjourn:** A motion to adjourn was made at 6:29 p.m. by Krueger 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, March 27, 2024 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 27, 2024 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 on your computer, mobile app or room device:**

[Click here to join the meeting](https://shorturl.at/anrxY) or paste this link into your browser: <https://shorturl.at/anrxY>

Meeting ID: 241 080 453 869

Passcode: 3uwWt6

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 2024 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. January and February 2024 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of February and March 2024 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. System Office & Outreach Coordinator's report (enclosure #9)
10. Unfinished business
  - a. 2023 Manitowoc-Calumet Library System Annual Report (enclosure #10)
11. New Business
  - a. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
  - b. Review MCLS Personnel Policies and Procedures for possible revisions (enclosure #11) *ACTION REQUESTED*
  - c. Set date for Personnel Committee to Review Proposed New Job Description *ACTION REQUESTED*
12. Trustee Education – Review Trustee Job Description (enclosure #12)
13. Confirm date and set place for May 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  
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

**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 29, 2024 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 29, 2024 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:**

[Click here to join the meeting](https://shorturl.at/EfGGx) or paste this link into your browser: <https://shorturl.at/EfGGx>

Meeting ID: 233 145 796 852

Passcode: z3EYNK

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 27, 2024 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 2024 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of April and May 2024 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure # 7)
8. System IT/ILS report (enclosure #8)
9. System Office and Outreach Coordinator's report (enclosure #9)
10. Unfinished business
  - a. Approve LARS Consultant Position (enclosure #10) *ACTION REQUESTED*
11. New business
12. Trustee Education – Trustee Essential 26 – The Public Library System Board: the Broad Viewpoint (enclosure #11)
13. Confirm date July 31, 2024 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 29, 2024  
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 29, 2024, at 5:30 p.m., by President of the Board, Natasha Khan.

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

**Members Absent:** Kali Hentges, Patrick Neuenfeldt, Sara Meier, Jeremy Sehloff, Don Weiss, Don Zimmer

**Others Present:** Rebbecca Barry, Jim Brotcke, Julia Davis, Jeff Dawson, D Hankins, Rebecca Scherer, William Sonntag, Kate Verhelst

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**Minutes:** A motion was made by Eisenschink and seconded by Schwalenberg-Kesler to accept the minutes of the March 27, 2024, MCLS Board meeting. Motion carried.

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

**Financial Business:** A motion was made by Brotcke and seconded by Hoerth to approve the March and April 2024 financial reports. Motion carried.

A motion was made by Marchant and seconded by Schwalenberg-Kesler to approve the April and May 2024 payment of bills. Motion carried.

A motion was made by Brotcke and seconded by Krueger to approve the Reach Out and Read report through April 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:** A motion was made by Krueger and seconded by Brotcke to approve the LARS Consultant Position. Eisenschink abstained. Mueller noted missing verbiage under the Working Conditions section, line 6, that should read "Attends meetings as a LARS participant". Motion carried with the understanding the correction will be made.



**Trustee Education – Trustee Essential 26:** Scherer discussed *The Public Library System Board-the Broad Viewpoint* which is specific to a library system services and accountability, the responsibilities of a system board, and the system board's relationships to the member libraries.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, July 31, 2024, at 5:30 p.m., at the Lester Public Library.

**Adjourn:** A motion to adjourn was made at 5:59 p.m. by Hoerth 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, July 31, 2024 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 31, 2024 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:**

**MCLS Meeting Link:** <https://bit.ly/3yIp2Um>

Meeting ID: 228 381 719 784

Passcode: P4eJz5

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 29, 2024 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 2024 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of June and July 2024 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. System Office & Outreach Coordinator's report (enclosure #9)
10. System LARS Consultant's report (enclosure #10)
11. Unfinished business
12. New business
  - a. Schedule Finance Committee Meeting to review 2025 Budget Proposal and 2024 Budget Revision
  - b. Schedule Personnel Committee meeting for Director's annual performance review
  - c. Approve Resolution to Participate in the Local Government Investment Pool (enclosure #11) *ACTION REQUESTED*
  - d. Approve 3-year discounted subscription to Faronics Anti-Virus and PC protection (enclosure #12) *ACTION REQUESTED*
13. Trustee Education – Trustee Tale (enclosures #13 and #14)
14. Confirm date September 25, 2024 and set place for next 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  
July 31, 2024  
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 31, 2024, at 5:30 p.m., by President of the Board, Natasha Khan.

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

**Members Absent:** Kali Hentges, Jeremy Sehloff

**Others Present:** Jeff Dawson, Lydia Dill, Amy Eisenschink, Rebecca Scherer, William Sonntag, Kate Verhelst

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**Minutes:** A motion was made by Mueller and seconded by Brotcke to accept the minutes of the May 29, 2024, MCLS Board meeting. Motion carried.

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

**Financial Business:** A motion was made by Marchant and seconded by Krueger to approve the May and June 2024 financial reports. Motion carried.

A motion was made by Brotcke and seconded by Hoerth to approve the June and July 2024 payment of bills. Motion carried.

A motion was made by Weiss and seconded by Meier to approve the Reach Out and Read report through June 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.

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

**Unfinished Business:** Scherer noted that the MCLS Personnel Policies and Procedures had not been addressed as intended during the previous board meeting, and that it will be on the agenda for the September meeting.

**New Business:**

The Finance Committee Meeting was set to meet on Monday, August 19, 2024 at 5:00 p.m., consisting of Mueller, Sehloff, and Tuma.

The Personnel Committee Meeting was set to meet on Monday, August 19, 2024 at 5:30 p.m., consisting of Marchant, Meier and Mueller, with Khan as a backup if necessary.

Mueller mentioned disappointment in the prior year's trustee participation level in completing the Director Evaluation Form and asked for suggestions for changes. Marchant suggested offering the evaluation in a Google Form format as well as hardcopy. It was also discussed to reassess the need for a yearly Director Evaluation, as there is nothing set about this procedure in the MCLS Personnel Policies and Procedures.

A motion was made by Mueller and seconded by Marchant to approve the Resolution to Participate in the Local Government Investment Pool (LGIP). Motion carried.

A motion was made by Dietrich and seconded by Krueger to approve the 3-year discounted subscription to Faronics Anti-Virus and PC protection. Motion carried.

**Trustee Education – Trustee Tale new release:** Scherer discussed the new release of Trustee Tale, a publication put together by the NEWI Consortium to provide short articles to inform and update library board trustees.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, September 25, 2024, at 5:30 p.m., at the Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 6:19 p.m. by Mueller and seconded by Meier. Motion carried.

Respectfully submitted,

Kate Verhelst

**Public Notice of the Meeting of the  
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BOARD OF TRUSTEES MEETING**

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING  
Wednesday, September 25, 2024 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:**

**Join the meeting now:** <https://bit.ly/3MINyCz>

Meeting ID: 259 355 522 571

Passcode: 7mpR9C

**AGENDA**

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 31, 2024 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. Review of 2023 audit Financial Statements by CLA (enclosure #2) *ACTION REQUESTED*
6. Reports from directors of member libraries
7. Financial Business
  - a. July and August, 2024 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
  - b. Payment of August and September, 2024 bills (enclosures #5 and #6) *ACTION REQUESTED*
  - c. Reach Out and Read report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report (enclosure #9)
10. System Office & Outreach Coordinator's report (enclosure #10)
11. LARS Consultant's report (enclosure #11)
12. Unfinished business
  - a. Approve Revised MCLS Personnel Policies and Procedures (enclosure #12) *ACTION REQUESTED*
13. New business
  - a. Personnel Committee report (enclosure #13) *ACTION REQUESTED*
  - b. Approve 2025 Resource Library Agreement (enclosure #14) *ACTION REQUESTED*
  - c. Adopt Line Item and Program Budgets (enclosures #15 and #16) *ACTION REQUESTED*
  - d. Adopt 2025 System Plan (enclosure #17) *ACTION REQUESTED*
14. Trustee Education – MCLS Mobile App Instructions
15. Confirm and set place for November 20, 2024 meeting
16. 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 25, 2024  
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 25, 2024, at 5:30 p.m., by President of the Board, Natasha Khan.

**Members Present:** Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Megan Marchant, Ray Mueller, Darcie Schwalenberg-Kesler, Sara Meier, Scott Tuma, Don Weiss

**Members Absent:** Kali Hentges, Chuck Krueger, Jeremy Sehloff, Don Zimmer

**Others Present:** Rebbecca Barry, Julia Davis, Jeff Dawson, Lydia Dill, Amy Eisenschink, Rebecca Scherer, William Sonntag, Kate Verhelst

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

**Review of 2023 Audit Financial Statements:** Bryan Grunewald from CLA reviewed the 2023 audit financial statements with the Board. A motion was made by Mueller and seconded by Dietrich to approve the 2023 audit financial statements. Motion carried.

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

**Financial Business:** A motion was made by Hoerth and seconded by Schwalenberg-Kesler to approve the July and August 2024 financial reports. Motion carried.

A motion was made by Dietrich and seconded by Schwalenberg-Kesler to approve the August and September 2024 payment of bills. Motion carried.

A motion was made by Mueller and seconded by Hoerth to approve the Reach Out and Read report through August 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.

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

**Unfinished Business:** A motion was made by Hoerth and seconded by Schwalenberg-Kesler to approve the revised MCLS Personnel Policies and Procedures. Motion carried.

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

A motion was made by Mueller and seconded by Dietrich to approve the 2025 Resource Library Agreement. Motion carried.

A motion was made by Meier and seconded by Schwalenberg-Kesler to adopt Line Item and Program Budgets. Motion carried.

A motion was made by Marchant and seconded by Schwalenberg-Kesler to adopt the 2025 System Plan. Motion carried.

**Trustee Education – MCLS Mobile APP Instructions:** Scherer discussed the mobile app instructions that Amy Eisenschink from MCLS created and where to find it. A flyer regarding upcoming, free trustee training opportunities was given to trustees as well.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, November 20, 2024, at 5:30 p.m., at the Brillion Public Library.

**Adjourn:** A motion to adjourn was made at 6:41 p.m. by Mueller 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 20, 2024 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 20, 2024 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 or tablet at:**

**Join the meeting now:** <https://bit.ly/4dP1yFV>

Meeting ID: 299 369 761 837

Passcode: ATVPxZ

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 25, 2024 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, 2024 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
  - b. Payment of October and November, 2024 bills (enclosures #4 and #5) *ACTION REQUESTED*
  - c. Reach Out and Read report (enclosure #6) *ACTION REQUESTED*
7. System Director's report (enclosure #7)
8. System IT/ILS Specialist's report (enclosure #8)
9. LARS Consultant's report (enclosure #9)
10. System Office & Outreach Coordinator's report (enclosure #10)
11. Unfinished business
12. New business
  - a. Update of Board member appointments and reappointments for 2025-2027 (enclosure #11)
  - b. Approve Technology and Resource Sharing Plan 2025-2029 (enclosure #12) *ACTION REQUESTED*
  - c. Designate Banking Institutions for 2025 *ACTION REQUESTED*
13. Trustee Education – Trustee Tale – Board Behavior & Expectations (enclosure #13)
14. Select dates for 2025 meetings and confirm date and time (January 29) and set place for next meeting (enclosure #14) *ACTION REQUESTED*
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  
November 20, 2024  
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 20, 2024, at 5:30 p.m., by Vice-President of the Board, Ray Mueller.

**Members Present:** Deborah Brotcke, Ron Dietrich, Kali Hentges, Mary Hoerth, Chuck Krueger, Ray Mueller, Darcie Schwalenberg-Kesler, Sara Meier, Scott Tuma, Don Weiss

**Members Absent:** Natasha Khan, Megan O'Connor, Jeremy Sehloff, Don Zimmer

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

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**Minutes:** A motion was made by Weiss and seconded by Schwalenberg-Kesler to accept the minutes of the September 25, 2024, MCLS Board meeting. Motion carried.

**Member Library Directors' Reports:** Reports were presented by D Hankins, Jeff Dawson, and Lydia Dill. Scherer reported on behalf of Karin Adams. Mueller and Hoerth discussed the upcoming Meg Medina author visit sponsored by Chilton Public Library.

**Financial Business:** A motion was made by Dietrich and seconded by Meier to approve the September and October 2024 financial reports. Motion carried.

A motion was made by Weiss and seconded by Hoerth to approve the October and November 2024 payment of bills. Motion carried.

A motion was made by Brotcke and seconded by Krueger to approve the Reach Out and Read report through October 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.

**LARS Consultant'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 Hoerth and seconded by Schwalenberg-Kesler to approve the Technology and Resource Sharing Plan 2025-2029. Motion carried.

A motion was made by Dietrich to designate Bank First and Local Government Investment Pool as banking institutions and to withdraw remaining funds from and close the Nicolet National Bank account. Seconded by Weiss. Motion carried.

A motion was made by Krueger and seconded by Schwalenberg-Kesler to set the dates for the 2025 Manitowoc-Calumet Library System Board of Trustees meetings. Motion carried.

**Trustee Education – Trustee Tale – Board Behavior & Expectations:** Scherer discussed the importance of board members working collectively in support of board decisions, regardless of whether they individually agree.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, January 29, 2025, at 5:30 p.m., at the Manitowoc Public Library.

**Adjourn:** A motion to adjourn was made at 6:22 p.m. by Krueger and seconded by Hoerth. Motion carried.

Respectfully submitted,

Kate Verhelst