

**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 Chilton Times Journal, 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, 2011 at 6:30 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, 2011 at 6:30 p.m.
Manitowoc Public Library
707 Quay Street
Manitowoc, WI 54220**

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the November 17, 2010 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) (enclosure #2) WPLC
5. Financial Business
 - a. November and December, 2010 financial reports (enclosures #3 and #4) *ACTION REQUESTED*
 - b. Payment of December 2010 and January 2011 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. LARS financial report through December 2010 (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Recommendation from Personnel Committee (enclosure #10) *ACTION REQUESTED*
 - b. Approve Incremental Weather Policy for the Employee Policy and Handbook (enclosure #11) *ACTION REQUESTED*
 - c. Election of Officers for 2011
 - d. Authorize President to sign the Annual Report *ACTION REQUESTED*
 - e. Approve donation to WPLC for proposed survey *ACTION REQUESTED*
 - f. Approve Trustee Education policy revision (enclosure #12) *ACTION REQUESTED*
 - g. Approve Bylaw addition (enclosure #13) *ACTION REQUESTED*
 - h. Approve the formation of a Technology Committee *ACTION REQUESTED*
11. Trustee Education (none this meeting)
12. Confirm date and set place for March 30th meeting
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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**MANITOWOC-CALUMET LIBRARY SYSTEM
BOARD MEETING**

Wednesday, March 30, 2011 at 6:30 p.m.

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

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the January 26, 2011 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. Financial Business
 - a. January and February, 2011 financial reports (enclosures #2 & #3) *ACTION REQUESTED*
 - b. Payment of February and March 2011 bills (enclosures #4 & #5) *ACTION REQUESTED*
 - c. LARS financial report through February 28, 2011 (enclosure #6) *ACTION REQUESTED*
 - d. Changes to financial reports year-end 2010 and future reports (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure #8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Status Update Technology Committee
10. Unfinished business
 - a. Approve revised Inclement Weather Policy for the Employee Policy and Handbook (enclosure #10) *ACTION REQUESTED*
 - b. Approve revised Trustee Education policy (enclosure #11) *ACTION REQUESTED*
 - c. Approve revised Bylaw addition (enclosure #12) *ACTION REQUESTED*
11. New Business
 - a. Recommendation from the Personnel Committee regarding the Budget Repair Bill (enclosures #13 & 14) *ACTION REQUESTED*
 - b. Authorization of officer's signatures for Bank First National *ACTION REQUESTED*
 - c. Authorize preparation of an MCLS Long Range Plan *ACTION REQUESTED*
 - d. Set dates for Manitowoc and Calumet County Library Advisory Committee meetings *ACTION REQUESTED*
12. Trustee Education-Please read Trustee Essentials #8 & #9 in the Trustee Manual prior to meeting
13. Confirm date and set place for May 25th meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, May 25, 2011 at 6:30 p.m.
Kiel Public Library
511 Third Street
Kiel, WI 53042**

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the March 30, 2011 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) (enclosure #2)
5. Financial Business
 - a. March and April, 2011 financial reports (enclosures #3 & 4) *ACTION REQUESTED*
 - b. Payment of April and May, 2011 bills (enclosure # 5 & 6) *ACTION REQUESTED*
 - c. LARS financial report through April 2011 (enclosure #7) *ACTION REQUESTED*
6. System Director's report (enclosure # 8)
7. System IT/ILS Specialist's report (enclosure #9)
8. Reports from directors of member libraries
9. Status Update Technology Committee
10. Unfinished business
11. New business
 - a. Audit report (enclosure #10)
 - b. Annual county meetings report
 - c. Announcement of LSTA grant categories for 2012
12. Trustee Education-Review the Recommendations Excerpted from the 2008 DPI Report in the Trustee Manual (enclosure #11)
13. Confirm date July 27, 2011 and set place for meeting
14. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director at (920) 553-6257. If you require special needs accommodations for this meeting, please contact the System Director at 920-553-6257 (telephone), at least 48 hours in advance.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, July 27, 2011 at 6:30 p.m.**

Lester Public Library
1001 Adams Street
Two Rivers, WI 54241

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the May 25, 2011 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. Financial Business
 - a. May and June, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment June and July, 2011 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. May and June, 2011 LARS financial report (enclosure #6) *ACTION REQUESTED*
8. System Director's report (enclosure #7)
9. System IT/ILS Specialist's report (enclosure #8)
10. Reports from directors of member libraries
11. Status update Technology Committee
12. Unfinished business
 - a. Clarify Planning Committee membership for MCLS Long Range Plan *ACTION REQUESTED*
 - b. Recommendation from Personnel Committee regarding the required employee contribution to WRS pension plan per the passage of Act 10 *ACTION REQUESTED*
13. New business
 - a. 2012 Statewide Delivery Options (enclosure #9) *ACTION REQUESTED*
 - b. LSTA 2012 Grant Applications (enclosure #10) *ACTION REQUESTED*
 - c. Discussion of member libraries' policies regarding the new "concealed carry" law
 - d. Discussion of member libraries' outdoor surveillance monitoring
 - e. Schedule Finance Committee Meeting to review 2012 Budget Proposal *ACTION REQUESTED*
14. Trustee Education –none this meeting
15. Confirm date September 28, 2011 and set place for meeting
16. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, September 28, 2011 at 6:30 p.m.
Chilton Public Library
221 Park Street
Chilton, WI 53014**

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the July 27, 2011 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. Financial Business
 - a. June, July, and August, 2011 financial reports (enclosures #2, #3, and #4) *ACTION REQUESTED*
 - b. Payment of August and September, 2011 bills (enclosures #5 and #6) *ACTION REQUESTED*
 - c. July and August, 2011 LARS financial report (enclosure #7) *ACTION REQUESTED*
8. System Director's report (enclosure #8)
9. System IT/ILS Specialist's report will be handed out at the meeting
10. Reports from directors of member libraries
11. Unfinished business
12. New business
 - a. Personnel Committee report *ACTION REQUESTED*
 - b. Finance Committee report *ACTION REQUESTED*
 - c. Adopt Line Item and Program Budgets (enclosures #9 and #10) *ACTION REQUESTED*
 - d. Adopt System Plan (enclosure #11) *ACTION REQUESTED*
 - e. 2012 Resource Library Agreement (enclosure #12) *ACTION REQUESTED*
13. Trustee Education – 2011 WLA Conference
14. Confirm date November 16, 2011 and set place for meeting
15. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.

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**MANITOWOC-CALUMET LIBRARY SYSTEM BOARD MEETING
Wednesday, November 16, 2011 at 6:30 p.m.
Brillion Public Library
326 North Main Street
Brillion, WI 54110**

AGENDA

1. Call meeting to order (Proper notice has been given.)
2. Minutes of the September 28, 2011 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. Financial Business
 - a. September and October, 2011 financial reports (enclosures #2 and #3) *ACTION REQUESTED*
 - b. Payment of October and November, 2011 bills (enclosures #4 and #5) *ACTION REQUESTED*
 - c. LARS financial report (enclosure #6) *ACTION REQUESTED*
6. System Director's report (enclosure #7)
7. System IT/ILS Specialist's report (enclosure #8)
8. Reports from directors of member libraries
9. Unfinished business
10. New business
 - a. Update of Board member appointments and reappointments for 2012-2014 (enclosure #9)
 - b. Designate Banking Institution for 2012 *ACTION REQUESTED*
 - c. Designate auditor and authorize contract for 2011 audit *ACTION REQUESTED*
 - d. Appoint Board Officer Nominating Committee to nominate officers for 2012
 - e. Schedule a Finance Committee meeting to review internal control procedures per audit recommendation (enclosure #10) *ACTION REQUESTED*
11. Trustee Education
12. Select dates for 2012 meetings and confirm date (January 25) and set place for next meeting (enclosure #11) *ACTION REQUESTED*
13. Motion to adjourn

If you are unable to attend, please notify Rebecca Petersen, System Director, at (920) 553-6257 or rpetersen@mcls.lib.wi.us. If you require special needs accommodations for this meeting, please contact the System Director at least 48 hours in advance.