

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
March 27, 2019  
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, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Ron Dietrich, Julie Grinde, Cheryl Kjelstrup, Linda Hunter, Mary Muellenbach, Ray Mueller, Peggy Turnbull

**Members Absent:** Jim Baumann, Rani Beckner, Michelle Krajnik, Darcie Schwalenberg-Kesler, Jeremy Sehloff

**Others Present:** Julia Davis, Jeff Dawson, Connie Griseto, Bryan Grunewald (until 6:55 p.m.), D Hankins, Rachel Hitt, Rebecca Petersen, Margie Verhelst

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**Minutes:** A motion was made by Dietrich and seconded by Grinde to accept the minutes of the February 6, 2019, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** Road construction projects in the Manitowoc area may affect the routes that some trustees would take to our July Board meeting at Lester Public Library in Two Rivers. Manitowoc County/City maps were available for those coming from Calumet County who may want to take an alternate route. MCLS staff will also keep trustees updated on road closures and alternate routes, prior to the July meeting.

Wisconsin DPI has accepted Stoeger's nomination of Petersen to the LSTA Advisory Committee.

**Review of 2018 Audit Financial Statements by CLA:** The 2018 Annual Financial Report and Management Communications were distributed to trustees at the meeting, and electronic copies were emailed prior to the meeting. Bryan Grunewald of CLA (formerly Schenck) gave an overview of the report and answered questions. A motion to accept the 2018 audit report was made by Dietrich and seconded by Turnbull. Motion carried.

**Financial Business:** A motion was made by Turnbull and seconded by Grinde to approve the January and February 2019 financial reports. A correction will be made to the footer on the year-to-date report, for Item B, changing the year to 2018. Motion carried.

A motion was made by Kjelstrup and seconded by Hunter to approve the February and March 2019 payment of bills. On the March Visa Detail report, under Charter Communications, the date for the CPL bill will be corrected to state 1/16/19 - 2/15/19. Motion carried.

A motion was made by Muellenbach and seconded by Grinde to approve the LARS financial report through February 2019. Motion carried.

A motion was made by Kjelstrup and seconded by Turnbull to approve the Reach Out and Read report through February 2019. Motion carried.

**System Director's Report:** A written report was included in the Board packets. Petersen and Stoeger were not able to attend Library Legislative Day due to weather conditions, but they have six appointments set up on April 3 to meet with legislators. Some of our member libraries have sent letters, and others are in the process of drafting letters, to legislators.

Petersen has recently become a member of the Kiwanis Club of Manitowoc.

**System IT/ILS Specialist's Report:** A written report was included in the packets. At this time we have decided not to purchase EZProxy (for access to Newspaper Archives outside of the library) because of the expense. Verhelst has also been working on various reports, as well as software changes and fixes.

**Member Library Directors' Reports:** Reports were presented by D Hankins, Rachel Hitt, Rebecca Petersen for Manitowoc Public Library, Julia Davis, Jeff Dawson, and Ray Mueller for Chilton Public Library.

#### **Unfinished Business:**

**2018 Manitowoc-Calumet Library System Annual Report:** The MCLS 2018 Annual Report was sent to DPI in late February, and was included in the Board packets (Enclosure #10). The printed version of the report had several minor glitches that do not appear on the electronic version of the report which was submitted online.

#### **New Business:**

**Set dates and times for Manitowoc and Calumet County Library Service Advisory Committee meetings:** It was the consensus of the Board to accept the following dates and times for the Library Service Advisory Committee meetings:

<u>Calumet County</u>	Wednesday, May 15, 2019 - 5:00 p.m. at Chilton Public Library
<u>Manitowoc County</u>	Thursday, May 16, 2019 - 5:00 p.m. at Manitowoc Public Library

#### **Trustee Education:**

**PLSR Final Recommendation Report:** The PLSR project Steering Committee Final Recommendation Report (included in the Board packets as Enclosure #12) has been submitted to the DPI Superintendent. COLAND (Council on Library and Network Development) has scheduled four listening sessions throughout the state, as a final opportunity for community input. Petersen distributed a list of the locations and times for the sessions, which also included a list showing the type of feedback COLAND is interested in. Petersen will attend one of the listening sessions and will collect feedback from trustees and library directors prior to that meeting.

Several areas that PLSR workgroups studied were not presented in the final report, including Technology, Chapter 43, and Resource Libraries - possibly because changes would be very complex at this time.

Some trustees expressed that the voluntary, unforced, incremental approach to future changes would be preferable. Trustees and library directors felt that although our System is small, we are able to provide many necessary services to our member libraries at an affordable cost to them.

MCLS is already collaborating with other systems with the recent 2019 NEWI (Northeast Wisconsin) Continuing Education Agreement, and there is a possibility of a marketing collaboration with Nicolet Federated Library System in the future.

It was noted that MCLS has looked into system mergers in the past. Concerns from member library directors included that their expenses would most likely significantly increase. Also of concern was that there was no financial impact shown in the Final PLSR Report.

It was noted that many decisions are made at a county or city level, and we would not want to lose the local connection if merging with another system, as it may make that communication more difficult.

Petersen will not present the PLSR Final Report during her upcoming meetings with legislators, because it has not yet been fully endorsed by the DPI Superintendent. There was some concern from trustees that legislators could move on the Report's recommendations too quickly, including the reduction in the number of systems, without understanding the background and possible impact it may have.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, May 29, 2019, at 6:30 p.m., at the Kiel Public Library.

**Adjourn:** A motion to adjourn was made at 7:50 p.m. by Muellenbach and seconded by Kjelstrup. Motion carried.

Respectfully submitted,

Connie Griseto