

**Minutes of the  
Manitowoc-Calumet Library System  
Board of Trustees Meeting  
July 31, 2019  
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, 2019, at 6:30 p.m., by President of the Board, Ray Mueller.

**Members Present:** Rani Beckner, Ron Dietrich, Julie Grinde, Linda Hunter, Ray Mueller, Darcie Schwalenberg-Kesler, Jeremy Sehloff, Peggy Turnbull, Ron Ziolkowski

**Members Absent:** Jim Baumann, Cheryl Kjelstrup, Chuck Krueger, Mary Muellenbach

**Others Present:** Jeff Dawson, Connie Griseto, Rachel Hitt, Rebecca Petersen, Kristin Stoeger, Margie Verhelst

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Mueller welcomed new trustee Ron Ziolkowski and led the introductions.

**Minutes:** A motion was made by Turnbull and seconded by Hunter to accept the minutes of the May 29, 2019, MCLS Board meeting. Motion carried.

**Public Comment:** None

**Communications:** We received notifications from Manitowoc County, approving the appointment of two new trustees to the MCLS Board - Chuck Krueger and Ron Ziolkowski.

Petersen received an email from Hunter regarding Tammy Baldwin's support of IMLS (Institution of Museum and Library Services) funding.

Petersen noted that we currently have 13 trustees and could have as many as 15.

**Financial Business:** A motion was made by Turnbull and seconded by Grinde to approve the May and June 2019 financial reports. Motion carried.

A motion was made by Grinde and seconded by Turnbull to approve the June and July 2019 payment of bills. Motion carried.

A motion was made by Dietrich and seconded by Hunter to approve the LARS financial report through June 2019. Motion carried.

A motion was made by Hunter and seconded by Schwalenberg-Kesler to approve the Reach Out and Read report through June 2019. Motion carried.

Petersen noted that Prevea Manitowoc Health Center is very close to becoming approved for participation in the Reach Out and Read program.

**System Director's Report:** A written report was included in the Board packets. The insurance company of the person who backed into our van will be fully covering the extra costs incurred due to the accident. We are scheduled to pick up the new van on Monday, August 5, 2019.

The state budget passed with the same funding for library systems as 2019.

The Library Technology and Resource Sharing Plan for 2020-2024 needs to be approved by November 2019. Petersen and Verhelst have been conducting interviews with member library directors and personnel to get feedback for the new plan.

**System IT/ILS Specialist's Report:** A written report was included in the packets. We received two digitization kits for the libraries to use and have been holding and attending training sessions. Verhelst and Petersen recently attended a training session in Keshena, along with people from other systems who are also working on digitization projects.

**Member Library Directors' Reports:** Reports were presented by Jeff Dawson, Kristin Stoeger, Rachel Hitt, and Ray Mueller for Chilton Public Library.

**Unfinished Business:** None

**New Business:**

**Approve cost to refinish/weatherize book drop located in Valders:** Petersen noted that the Valders book drop is very well used. We received it, and another used book drop which we have located in Hilbert, several years ago from Chilton Public Library. The Hilbert book drop was professionally finished by Valders Auto Body at no cost to MCLS and is holding up very well. We collaborated with the Valders High School art department to paint and decorate the Valders book drop. The type of paint used does not hold up to the elements as well and is starting to peel, resulting in rust towards the bottom. Petersen received a quote from Valders Auto Body for \$550-\$600 to refinish the Valders book drop. Another quote received in the past from another body shop was a higher amount. A similar, brand new book drop would cost at least \$4,300. A motion was made by Grinde and seconded by Hunter to authorize Valders Auto Body to refinish the Valders book drop. Motion carried.

**Schedule Finance Committee Meeting to Review 2020 Budget Proposal and 2019 Budget Revision:** Petersen will contact new trustee Chuck Krueger to invite him to the Finance Committee meeting. If he is unable to be on the Committee, Hunter will fill this position. The Finance Committee, consisting of Kjelstrup, Mueller and either Krueger or Hunter, will meet at 5:30 p.m. on Wednesday, August 21, 2019, at the Manitowoc Public Library.

**Schedule Personnel Committee Meeting for Director's annual performance review:** The Personnel Committee, consisting of Kjelstrup, Mueller and Turnbull, will meet at 6:00 p.m. on Wednesday, August 21, 2019, at the Manitowoc Public Library. Mueller noted that Kjelstrup prepares and sends out the Director Performance Review and likes to receive it back by Labor Day weekend.

**Trustee Education:**

**PLSR Implementation Strategy Draft Document:** This document was included in the Board packets. The document prioritized PLSR recommendations based on feedback received from the COLAND listening sessions.

Petersen also handed out Trustee Training Week pamphlets, showing information about the webinars available for trustees to tune into the week of August 12-16, 2019.

**Confirm date and set place for next meeting:** The next MCLS Board meeting will be held on Wednesday, September 25, 2019, at 6:30 p.m., at Chilton Public Library.

**Adjourn:** A motion to adjourn was made at 7:20 p.m. by Dietrich and seconded by Grinde. Motion carried.

Respectfully submitted,

Connie Griseto

DRAFT