

Monarch Library System Board of Trustees

West Bend Community Memorial Library – West Bend, Wisconsin

Date: Thursday, February 14, 2019 **Called to Order:** 6:00 p.m. **Adjourn 8:19 p.m.**

1. **Call to Order:** At 6.00 p.m. Mark Hanson - President called the meeting to order, and a quorum was present. In addition, the meeting was posted per the open meeting law.

2. **Roll Call Present:** Kristine Deiss, Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, Mugs McFadden, Joyce Nelson, Doug Rakowski, Wendy Schobert, Theresa Schulze and Daniel Stoffel

Conference Call/Remote: Nancy Mannchen

Absent: Amy Birtell, Jeff Caine and John Katzka

Also, Present: Heather Fischer – System Staff, Alison Hoffman – System Staff, Lynn Huether – System Staff, Brad Ney – West Bend Community Memorial Library Assistant Director, Robert Nitsch - System Staff and Amy Salminen – West Bend Community Memorial Library Director

3. **Public Comment & Correspondence:** Mark Hanson had a message from Amy Birtell. Amy Birtell wishes she could be attending the meeting and misses everyone. Lynn Huether – System Staff read an e-mail from Trixine Tahtinen – Oostburg Public Library director stated that the Monarch staff has done a phenomenal job in Amy Birtell absent. Robert Nitsch – System Staff thanked board members Wendy Schobert and Tom Doane for the help they have given the system staff. It would be helpful if a board member would attend every other Monday morning to go over what the staff is working on and to deal with any issues that may occur.

4. **Approval of Agenda:**

Doug Rakowski made a motion to approve the agenda for February 14, 2019. Seconded by Joyce Nelson, the motion carried by voice vote.

5. **Approval of the Minutes:**

Bill Goehring made a motion to approve the minutes from November 8, 2018 meeting. Seconded by Dan Stoffel, the motion carried by voice vote.

6. **Approval of Expenditures and Financial Reports:** Wendy Schobert presented the expenditures for November 2018, December 2018 and January 2019. Wendy Schobert and Lynn Huether – System Staff answered questions regarding the expenditures.

Kristine Deiss made a motion to approve the November 2018 Expenditures. Seconded by Don Dohrwardt, the motion carried by voice vote.

Doug Rakowski made a motion to approve the December 2019 Expenditures. Seconded by Dan Stoffel, motion carried by voice vote.

Don Dohrwardt made a motion to approve the January 2019 Expenditures. Seconded by Theresa Schulze, motion carried by voice vote.

Don Dohrwardt made a motion to approve the January 2019 Financial reports. Seconded by Bill Goehring, motion carried by voice vote.

7. Board President Reports:

a. Review of Board Members – Mark Hanson informed the board the Kathie Norman – Sheboygan County member has step down from the Monarch Board of Trustees and welcome to Nancy Mannchen who will be the representative for the Mead Public Library. Mead Public Library is the system Resource Library. Also, if you need to update your contact information, please forward the information to Lynn Huether – System Staff.

- i. Nancy Szatkowski – Ozaukee County member has step down from the Monarch Board of Trustees as of January 2019. With Nancy stepping down we will need an interim Vice President until the March 2019 meeting. Doug Rakowski volunteer to be the interim Vice President and Mark Hanson nominated Tom Doane from the position. Per the discussion, Doug Rakowski decided to remove himself for the position.

Don Dohrwardt made a motion to approve Tom Doane as the Interim Vice President. Seconded by Dan Stoffel, motion carried by voice vote.

b. Review of Committees – The nominating committee will be working on the committees for the March 14, 2019 meeting. Also, per the discussion it was suggested that we may need to restructure the committees, since the major issues with the merger have been completed.

8. Library Director's Representative Update:

Amy Salminen – Director of the West Bend Community Memorial Library, presented the report for the library directors. The Circulation Committee has set the date of April 1, 2019 that the Driver's license information be cleared out the patron's record. The representative from Washington County had to step down from the circulation committee, so they need a representative from Washington County. The ILS Committee had a discussion on the holds routing sequence and decided that they would keep the current sequence as it is for the time being. The next upgrade for Polaris is 6.2, this upgrade has an Alternate Patron ID filed what will be available. The Circulation and ILS Committees will be discussing the possible uses for that field. Continuing Education programs for 2019 was in the packet. The Resources Workgroup gave an update on Gale Courses, RB Digital and the Steam Kits. The Technology Workgroup made a recommendation on the technology hardware that should be purchased to be maintained by the system staff. The issues with Charter and Sprint carriers are being worked on and the libraries will be notified with the resolution. Also, an email list of staff that work on the library websites is being created so communication can be more efficient.

9. System Director Reports

Alison Hoffman – System Staff informed that board that she has been working with Connie Meyer – Bridge Library System, Mark Arend - Winnefox Library System and directly with DPI on questions regarding the annual report. We should meet DPI due date of March 1, 2019 for the annual reports. Attended the SRLLAW meeting via call in and SharePoint is up and

running for the system.

Robert Nitsch – System Staff thanked Alison Hoffman for all the hard work she has done on the annual reports. He is currently working on the RB Digital E-Magazines and Audio Books, will be contacting the three vendors regarding the language software and working on the Continuing Education report to DPI for the library directors.

Heather Fischer – System Staff informed the board at the 2019 Family Fun at Horicon Marsh will be on Saturday, June 29th from 9am – 1pm and the 2019 Family Frontier Day at Pioneer Village will be on Saturday, September 28th from 10am – 2pm. Also, she will be sending out information on the Monarch Apparel and Gear,

Lynn Huether – System Staff informed the board the because of the cold weather the auditor where at the office for two days not three. The auditors plan on having the report ready for the March 14, 2019 meeting. With the snow storms and cold weather, the past four weeks have been very hard for the drivers.

10. **Committee Reports:**

A. Finance Committee: Wendy Schobert stated that the Finance Committee will be meeting before the next board meeting.

B. Personnel & Policy Committee: Tom Doane presented the Monarch Library System Continuity of Operations Plan (COOP). Per the discussion, the system staff would be given time to create the timeline and flow of the jobs/positions.

Joyce Nelson made a motion to approve the Continuity of Operations Plan and that the staff be given time for create the timeline and flow of the jobs/positions. Seconded by Wendy Schobert, motion carried by voice vote.

C. Contracts Committee: Doug Rakowski stated that the committee did not met they have nothing to report.

11. **Old Business:** No old business to report.

12. **Closed Session to discuss compensation and evaluation Wisconsin Statutes s.19.85(1)(c) which allows closed sessions when the employment promotion, compensation or performance evaluation data of any public employee under the jurisdiction of the government body is being considered**

Bill Goehring made a motion at 6:56pm to move into closed session. Seconded by Doug Rakowski, motion carried by a roll call.

Returned to open session at 8:04pm.

13. **New Business**

A. 2018 Annual Report – Per the discussion, Alison Hoffman – System Staff and Lynn Huether – System Staff answered question regarding the data on the annual report.

Dan Stoffel made a motion to approve the 2018 Annual Report for the Monarch Library System. Seconded by Theresa Schulze, motion carried by voice vote.

B. MLS Staffing

Dan Stoffel made a motion that the Monarch Library System hire a full-time interim director for one year. Seconded by Don Dohrwardt, motion carried by voice vote.

Regarding the leadership until the interim director is in place, Doug Rakowski suggested that Tom Doane be the board representative that would work with the system staff. Also, Wendy Schobert suggested that Bill Goehring be the co-representative to the staff if Tom Doane is not available.

Doug Rakowski made a motion that Tom Doane be the primary representative and Bill Goehring be the secondary representatives to the system staff until the interim director has been hired. Seconded by Kristine Deiss, motion carried by voice vote.

C. Annual Trustee Event – Was tabled for the next meeting. However, the board asked Heather Fischer – System Staff to get more information regarding the rental dates and food from The Columbian.

14. **Next Meeting:** Thursday, March 14, 2019, at Juneau Public Library – Juneau at 6:00 p.m.

15. **Adjourn:** At 8:19 pm, Doug Rakowski made a motion to adjourn the meeting. Seconded by Joyce Nelson, motion carried by voice vote.