

# Monarch Library System Board of Trustees

Germantown Community Library – Germantown, Wisconsin

**Date:** Thursday, May 9, 2019      **Called to Order:** 6:06 p.m.      **Adjourn** 7:45 p.m.

1. **Call to Order:** At 6.06 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:** Jeff Caine, Kristine Deiss, Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, John Katzka, Nancy Mannchen, Mugs McFadden, Joyce Nelson, Doug Rakowski, Wendy Schobert, Theresa Schulze and Daniel Stoffel

**Conference Call/Remote:** None

**Absent:** None

**Also, Present:** Jennifer Chamberlain – Interim Director, Bryan Grunewald – CliftonLarsonAllen LLP, Alison Hoffman – System Staff, Lynn Huether – System Staff and Robert Nitsch - System Staff

3. **Public Comment & Correspondence:** None

4. **Approval of Agenda:**

Jeff Caine made a motion to approve the agenda for May 9, 2019. Seconded by Don Dohrwardt, the motion carried by voice vote.

5. **Approval of the Minutes:** Per the discussion of the minutes from March 14, 2019 a few items need to be changed.

Mug McFadden made a motion to approve the amended minutes from March 14, 2019. Seconded by Bill Goehring, the motion carried by voice vote.

Mugs McFadden made a motion to approve the minutes from April 11, 2019. Seconded by Bill Goehring, the motion carried by voice vote.

6. **Welcome** – Mark Hanson introduced Jennifer Chamberlain as the system Interim Director.

7. **Presentation of the 2018 2018 Audit by CliftonLarsonAllen LLP-** Bryan Grunewald the auditor from CliftonLarsonAllen LLP presented the 2018 Monarch Library System Audit Report. Bryan Grunewald explained that on January 2019, Schenck merged with CliftonLarsonAllen LLP and now is known as CliftonLarsonAllen LLP. Also, he explained to the board that the Life Insurance program with the State of Wisconsin is underfunded and the reason way it is underfunded. He suggested that the system may want to plan for higher life insurance premiums in the future. Bryan Grunewald gave an overview of the balance sheet, revenues, expenditures, long-term obligations and fund balance. Per the discussion of the assigned funds and the unassigned funds, the board asked what the process would be to change an amount

from assigned to unassigned. Bryan Grunewald explained to the board that they would need to make a motion to change the amount from assigned to unassigned and approve that motion.

John Katzka made a motion to approve the 2018 Audit - Monarch Library System. Seconded by Wendy Schobert, the motion carried by voice vote.

**8. Approval of Expenditures and Financial Reports:** Wendy Schobert presented the expenditures for March 2019 and April 2019. Wendy Schobert and Lynn Huether – System Staff answered questions regarding the expenditures. The Financial report was filed.

Bill Goehring made a motion to approve the March 2019 Expenditures. Seconded by Joyce Nelson, the motion carried by voice vote.

Theresa Schulze made a motion to approve the April 2019 Expenditures. Seconded by Dan Stoffel, the motion carried by voice vote.

**9. Library Director’s Representative Report:**

The director was not available for the meeting.

**10. System Reports:**

Robert Nitsch – System Staff gave a brief report on the 2019 Network Proposal, that the Financial Committee will give more details on. Lynn Huether – System Staff informed the board that delivery will be receiving 100 hard-plastic bins this week.

**11. Committee Reports:**

**A. Finance Committee:** Wendy Schobert presented the Finance Committee report. The Finance Committee had a meeting on April 23, 2019 at the W.J. Niederkorn – Port Washington. Per the discussion at the meeting the purchase of a system vehicle has been put on hold. We investigated paying vendor via ACH service, however, the audit trail would be more work than to sign checks. The Ad Hoc group for the Five-Year Capital Plan was missing a representative from Sheboygan County and Wendy Schobert volunteered to be on the Ad Hoc group for the Five-Year Capital Plan. The Finance Committee recommended that the system allocate \$3,000.00 to help the Beautiful Boy Project. Per the discussion of the Beautiful Boy Project, some board members would like to hear what the directors have to say about the Beautiful Boy Project before approving the funds. The event will be held March of 2020 so it was tabled for a meeting in the future. The Finance Committee recommended allocating funds for the county fairs booths. Having a booth at the county fairs we help promote the libraries in that county. Wendy Schobert presented to the Finance Committee an employee reimbursement policy. Per the discussion a few items will be modify and presented to the full board at the next meeting. In June, the Finance Committee will meet to work on the 2020 Budget and to go over the unassigned funds. The finance committee would like to recommend that \$61,000.00 be assigned for the Network Proposal.

Jeff Caine made a motion that the system would provide \$400.00 for the booth/passes at each county fair that is in the Monarch Library System. Seconded by Wendy Schobert, the motion carried by voice vote.

Dan Stoffel made a motion that the amended reimbursement policy be accepted with an effective date of June 1, 2019. Seconded by Doug Rakowski, the motion carried by voice vote.

Joyce Nelson made a motion to accept the recommendation that \$61,000.00 of the unassigned funds go to the Network Proposal. Seconded by Don Dohrwardt, the motion carried by voice vote.

**B. Personnel & Policy Committee:** Tom Doane presented that the committee worked on hiring the Interim Director.

**C. Contracts Committee:** Doug Rakowski stated that the committee did not meet, and they have nothing to report.

**12. Old Business:**

**A. Annual Trustee Event** – Lynn Huether - System Staff informed the board that the Columbian in West Bend has been reserved for the annual event which will be held on Thursday, October 24, 2019. Kris Deiss and Mug Mc Fadden will be working on getting a guest speaker for the event. We would like to send out Save-The-Date as soon as possible and the price for the attendees would be \$5.00 the same as last year.

**B. Amending Article V of the Bylaws** - Per the discussion, the members had a few questions regarding the Internal Affairs Committee duties.

Jeff Caine made a motion to accept the amended Article V of the Bylaws. Seconded by Mugs McFadden, the motion carried by voice vote.

**13. New Business:** None

**14. Next Meeting:** Thursday, July 11, 2019 at USS Liberty Memorial Public Library - Grafton at 6:00 p.m.

**15. Adjourn:** At 7:45 pm, Bill Goehring made a motion to adjourn the meeting. Seconded by Theresa Schulze, motion carried by voice vote.