

# Monarch Library System Board of Trustees

U.S.S. Liberty Memorial Public Library – Grafton, Wisconsin

**Date:** Thursday, July 11, 2019    **Called to Order:** 6:08 p.m.    **Adjourn** 7:35 p.m.

1. **Call to Order:** At 6.08 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, Alex Olson, Joyce Nelson, Doug Rakowski, Wendy Schobert, Theresa Schulze and Daniel Stoffel

**Conference Call/Remote:** None

**Absent:** None

**Also, Present:** John Hanson – Director of U.S.S. Memorial Public Library, Alison Hoffman – System Staff, Lynn Huether – System Staff and Robert Nitsch - System Staff

3. **Public Comment & Correspondence:** Mark Hanson introduced Alex Olson the newest board member from Ozaukee County. Alex Olson is filling the vacancy that occur when Nancy Szatkowski left the board in January of 2019. Joyce Nelson wanted to give a special thank you to the delivery service staff for driving the delivery truck in the Germantown 4<sup>th</sup> of July parade. All the attendees of the parade enjoyed the delivery truck. Congratulation to Mug McFadden on her 55th wedding anniversary.

4. **Approval of Agenda:**

Jeff Caine made a motion to approve the agenda for July 11, 2019. Seconded by Doug Rakowski, the motion carried by voice vote.

5. **Approval of the Minutes:**

Bill Goehring made a motion to approve the minutes from May 9, 2019. Seconded by Don Dohrwardt, the motion carried by voice vote.

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

Theresa Schulze made a motion to approve the May 2019 Expenditures. Seconded by Jeff Caine, the motion carried by voice vote.

Tom Doane made a motion to approve the June 2019 Expenditures. Seconded by Kris Deiss, the motion carried by voice vote.

9. **Library Director's Representative Report:** John Hanson – Director of U.S.S. Liberty Memorial Public Library – Grafton gave an update on the June 2019 All Directors meeting. He

stated that the All Directors Council meeting was cancelled for the month of July. However, at the June meeting it was decided that the libraries would create book kits from the In-Demand collections and be responsible for cataloging, housing and sending out. To remove the Overdrive blocking on the Monarch2Go app. Polaris upgrade to 6.3 will be done after hours and the ILS fund will pay for the upgrade. Also, during the Polaris upgrade they will be linking into the catalog the RB Digital E-magazines and E-audio. An update on the network proposal on the routers, access points, switches, yearly maintenance agreement and the yearly contingency.

#### 10. **System Reports:**

Alison Hoffman and Lynn Huether – System Staff had nothing to report. Robert Nitsch stated his report is part of old business and new business. Mark Hanson stated that Jennifer Chamberlain – System Interim Director had provided a report, which is in the packet on what she currently has been working on.

#### 11. **Committee Reports:**

**A. Finance Committee:** Wendy Schobert presented the Finance Committee report. The Finance Committee had a meeting on June 24, 2019 at the Lakeview Community Library – Random Lake. Per the discussion at the meeting Jennifer Chamberlain – System Interim Director informed the committee that a Mr. Dan Benson from the Ozaukee Press sent an email stated that the Finance Committee Agenda was are not in compliance with the open law. He was informed that it was an oversight and that we would be more careful in the future. The committee discussed the reimbursement of an employee that did not meet the deadline. Because of the events happening at the office the committee approved the expenses and asked that Jennifer send an email out at the end of each month reminding all employees that they need to get the expenses in for reimbursement before the end of the next month. The checking account at the Theresa State Bank has not had activity for the past 18 months and the bank would like us to close the account or make a deposit to the account. To close the account, we would have the funds wired to the regular checking account at U.S. Bank and the system would be charged \$20.00 for the wire transfer.

John Katzka made a motion that the account at Theresa State Bank be closed and the funds wired to the U.S. Bank account. Seconded by Dan Stoffel, the motion carried by voice vote.

Per the discussion regarding the 2020 Budget, it is currently in balance. However, the final numbers for benefits will not be available until October, after the report is due to DPI.

John Katzka made a motion to approve the 2020 budget with the knowledge that some line items will be changing after the final numbers become available. Seconded by Mugs McFadden, the motion carried by voice vote.

**B. Internal Affairs:** Tom Doane presented the Internal Affairs Committee report. The Internal Affairs committee met before the Board meeting tonight and had a closed session meeting to go over the Salary and Wage Information and discussed the name of the committee.

Doug Rakowski made a motion to have the Internal Affairs Committee name be changed to the Operation Committee. Seconded by Theresa Schulze, the

motion carried by voice vote.

Tom Doane asked Theresa Schulze to read the decision on the COLA and how each position will have an entry level amount and a maximum amount.

Theresa Schulze made a motion to use the Social Security COLA percentage each year, replacing the Step program. Seconded by, Mugs McFadden, the motion passed with a vote of 14 yeas and 1 nay.

Theresa Schulze made a motion that each position would have an entry level amount and a maximum amount. Seconded by, Mugs McFadden, the motion passed with a vote of 14 yeas and 1 nay.

#### 10. **Old Business:**

**A. Annual Trustee Event** – Kris Deiss is waiting to hear back from the guest speaker and will let Lynn Huether – System Staff know as soon as possible so the Save the Date can be sent out. Heather Fischer – System Staff will work with Mugs McFadden on the food for the event.

**B. Backup Server Project** – Robert Nitsch – System Staff gave the board an update on what has changed regarding the Backup Server. The system had assigned \$38,000.00 to get a Monarch backup server environment. In the fall of 2018, Wisconsin Library systems talked about a statewide backup environment. Currently the state backup collaboration has selected Dell as the vendor and the state will have two locations for the backup. The State Backup Collaboration will be funded by LSTA funds and funds from the library system. Monarch pledged \$35,000.00 to this project.

**C. Network Proposal** – Robert Nitsch – System Staff gave the board an update on how the project is moving. Currently all but Lowell has agreed to the network proposal. The system will be making a bulk purchase from Cisco for the hardware. The system and each library will be signing a Memorandum of Understanding stating the agreements regarding the equipment and maintenance agreements.

#### 11. **New Business:**

**A. Open Meetings Law & Electronic Communications** – Mark Hanson asked the board members to read the Open Meeting Law Guidance. We as board members need to remember that discussing items via e-mails or phone calls may be a violation of the Open Meeting Laws.

**B. Polaris Client Software** – Robert Nitsch gave the board an update on what happens with the additional Polaris licenses. A request came in for more Polaris licenses and when checking it looked like we need 35 additional licenses. However, after researching more we did not need additional 35. The invoice was paid and after contacting Polaris, they took the 35 licenses back and we will have a credit to use on new items for 12 months. Before the end of the 12 months, we will contact Polaris and see what they can do for us if we have any credit balance remaining. Jennifer Chamberlain will be working with the ILS Committee and the

directors on how this matter does not happen in the future.

12. **Next Meeting:** Thursday, September 12, 2019 at Cedar Grove Public Library – Cedar Grove at 6:00 p.m.

13. **Adjourn:** At 7:35 pm, John Katzka made a motion to adjourn the meeting. Seconded by Alex Olson, motion carried by voice vote.