

Monarch Library System Board of Trustees

Cedar Grove Public Library – Cedar Grove, Wisconsin

Date: Thursday, September 12, 2019 **Called to Order:** 6:05 p.m. **Adjourn** 8:30 p.m.

1. Initial Business

A. Call to Order – Properly Noticed in accordance with Wisconsin Open Meeting Laws - At 6.05 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.

B. Welcome and Roll Call: Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, John Katzka, Mugs McFadden, Nancy Mannchen, Joyce Nelson, Alex Olson, Doug Rakowski, Wendy Schobert and Theresa Schulze

Conference Call/Remote: None

Absent: Jeff Caine, Kristine Deiss and Dan Stoffel

Also, Present: Jennifer Chamberlain – Interim System Director, Carl Demmin – System Staff, Heather Fischer – System Staff, Lisa Haartman – System Staff, Alison Hoffman – System Staff, Lynn Huether – System Staff and Nicole Lynaugh – Cedar Grove Public Library Director

C. Public Comment & Correspondence - Mark Hanson read the letter from Amy Birtell – System Director regarding her resignation.

2. **Approval of Agenda:** Wendy Schobert asked if the agenda be amended to discuss the dies cuts.

Doug Rakowski made a motion to approve the amended agenda for September 12, 2019. Seconded by Mugs McFadden, the motion carried by voice vote.

3. **Approval of the Minutes:**

Bill Goehring made a motion to approve the minutes from July 11, 2019.
Seconded by Theresa Schulze, the motion carried by voice vote.

4. **Tour Bookmobile (View Bookmobile on-site)** The Bookmobile was on-site for the members to inspect the damage which occur in January of 2019 and how the wrap overall is coming loose. Jennifer Chamberlain – Interim System Director and Lisa Haartman – System Staff explained that the wrap will need to be replace, before it would get worst. However, when the bookmobile does have its' wrap replaced, it will be off the road for about a week. The board decided to create an Ad Hoc committee of Ozaukee and Sheboygan County board members to discuss the bookmobile replacement of the wrap.

5. Library Director's Representative Report: Nicole Lynaugh – Director of Cedar Grove Public Library gave an update on the September 2019 All Directors Council meeting. She stated that the Amy Salminen from West Bend went to the Leadership conference and thought it would be good for the directors to attend in the future. The Resource Workgroup gave an update on the progress of the STEAM kits, Technology Workgroup talked about what to do if you get hacked, having a share WIFI, so when a patron goes to a different library, they automatic connect. The Circulation Committee had a recommendation regarding the “registration of a patron” which would help on the annual report. ILS Committee had recommendation regarding inactive shadow titles, discontinuing the Kids Pac and Classic Mobile Pac, RB Digital E-Audio be setup like the RB Digital E-Magazines, how the libraries using EDI would be paying a flat fee for each service and that the system would do a structure on how the Polaris licenses would be paid for in the future.

6. System Reports:

Jennifer Chamberlain – Interim System Director presented a different format regarding the system reports. This report will be used going forward for the All Directors Council and Board of Trustees meeting. She talked about the Lowell Public Library closing on December 31, 2019. How Washington County would like to change the reimbursements going to other counties. West Bend Community Memorial Library will be hosting two All Directors Council a quarter and a library from Dodge, Ozaukee, Sheboygan or Washington counties will host the other meeting in a quarter. This is to help the libraries see the other libraries and their communities. A preliminary 2020 board calendar was handed out regarding board meetings and other sub-committee meetings. Also, a copy of the MOU Agreement for the network proposal was handed out for review.

7. Committee Reports:

A. Finance Committee: Wendy Schobert – Finance Chairperson presented the Finance Committee report. Wendy Schobert asked Lynn Huether- System Staff to explain why we had a payment to Sheboygan County. Over the years the previous director from Plymouth Public Library had somehow made an error on the annual report which was used to calculate the county reimbursement. This error was caught by the new director and the numbers for reimbursement to Plymouth was adjusted with the reimbursement starting in 2019. However, I did not have the adjusted amount when I sent the invoice to Sheboygan County. However, the director from Plymouth Public Library told me today at the All Directors Council meeting that a check will be sent to the system for the overpayment, which will clear the amount that was paid to Sheboygan County. Moreover, the Finance Committee asked Lynn Huether – System Staff to contact CLA Accounting firm for advice on an employee insurance reimbursement. CLA stated that the payment should be done through the payroll system. This is income to the employee and taxes need to be paid. They made no changes to the 2020 budget.

B. Internal Affairs Committee: Tom Doane – Internal Affairs Chairperson presented the Internal Affairs Committee report. The Internal Affairs Committee will be working Jennifer Chamberlain – Interim System Director on a Performance Review Form and a new Resource Library Agreement. The committee made a request that in the Bylaws the name be changed to the Operation Committee. Mark Hansen – Board President stated that the Bylaws would be changed to reflect the committee request. However, until the next board the name will be Internal Affairs Committee.

C. Strategic Planning Committee (Ad Hoc): Mark Hanson – Monarch Board President presented the Strategic Planning Committee report. The committee met about a year ago, and then was put on hold due to the leave of absence of the system director. The goal of this committee is to work on a five-year plan for new/replacement items for the system. It was suggested that the committee get feedback from the libraries in the system, to help with the needs of new/replacement items.

8. Actions:

A. Approval of Expenditures and Financial Reports: Wendy Schobert – Finance Chairperson presented the expenditures for July 2019 and August 2019. Wendy Schobert and Lynn Huether – System Staff answered questions regarding the expenditures. The Financial reports were filed.

Doug Rakowski made a motion to approve the July 2019 Expenditures. Seconded by John Katzka, the motion carried by voice vote.

John Katzka made a motion to approve the August 2019 Expenditures. Seconded by Alex Olson, the motion carried by voice vote.

B. Bookmobile Maintenance Expenditure: Per the discussion regarding replacing the wrap on the bookmobile, the board believe that they need more time to get information.

Bill Goehring made a motion that the replacement of the bookmobile wrap be put on hold so that Ozaukee and Sheboygan Counties member could discuss it more. Seconded by Wendy Schobert, the motion carried by voice vote.

9. Adjournment into Closed Session:

John Katzka made a motion to move into closed session to discuss the impact of compensation and evaluation on the 2020 budget. Seconded by Doug Rakowski, a roll call was taken and passed into closed session at 7:57pm.

10. Reconvene into Open Session: Open session reconvened at 8:14pm.

Mugs McFadden made a motion that 2020 budget reflect COLA not the Step program. Seconded by John Katzka, the motion carried by voice vote.

A. Approve the 2020 Annual Plan: Jennifer Chamberlain – Interim System Director explain that the annual plan report was revised from the last years format and she had a few questions. Per the discussion, it was decided that a few comments will be adjusted.

Doug Rakowski made a motion to approve the amended annual plan. Seconded by Alex Olson, the motion carried by voice vote.

11. Information Items:

- A. Annual Trustee Event** – The event is on Thursday, October 24, 2019 at the Columbian in West Bend. Starting at 5:30pm and the guest speaker is Justice Ziegler. Heather Fischer and Lynn Huether – System Staff will be working with Kris Deiss and Mug McFadden on the food for the event. Heather Fischer – System Staff will be getting the invites out shortly.
- B. Die Cuts:** Wendy Schobert made a request the as a system we need to look at all option on how we could get more usage regarding the die cuts that are located at the system office.

12. Next Meeting: Thursday, November 14, 2019 at Iron Ridge Public Library – Iron Ridge, WI at 6:00 p.m.

13. Adjourn: At 8:30 pm, John Katzka made a motion to adjourn the meeting. Seconded by Wendy Schobert, motion carried by voice vote.