

# Monarch Library System Board of Trustees

Iron Ridge Public Library – Iron Ridge, Wisconsin

**Date:** Thursday, November 14, 2019      **Called to Order:** 6:01 p.m.      **Adjourn** 7:35 p.m.

1. **Call to Order – Properly Noticed in accordance with Wisconsin Open Meeting Laws** - At 6.01 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:** Jeff Caine, Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, John Katzka, Mugs McFadden, Joyce Nelson, Doug Rakowski, Wendy Schobert, Theresa Schulze and Dan Stoffel

**Conference Call/Remote:** Nancy Mannchen

**Absent:** Kristine Deiss and Alex Olson

**Also, Present:** Jennifer Chamberlain – Interim System Director, Elizabeth Daniels – Iron Ridge Public Library Director, Alexandra Harvancik – Horicon Public Library Director, Alison Hoffman – System Staff, Lynn Huether – System Staff and Joan Stoffel

3. **Public Comment & Correspondence** – An article on the closing of the Lowell Public Library from the Daily Citizen Newspaper.
4. **Approval of Agenda:**  
John Katzka made a motion to approve the agenda for November 14, 2019 meeting. Seconded by Doug Rakowski, the motion carried by voice vote.
5. **Approval of the Minutes:** Per the discussion the minutes need to have a spelling error corrected.  
Bill Goehring made a motion to approve the amended minutes from September 12, 2019 meeting. Seconded by Jeff Caine, the motion carried by voice vote.
6. **Approval of Expenditures and Financial Reports:** Wendy Schobert – Finance Chairperson presented the expenditures for September 2019 and October 2019. Wendy Schobert and Lynn Huether – System Staff answered questions regarding the expenditures. The Financial reports were filed.

Jeff Caine made a motion to approve the September 2019 Expenditures. Seconded by Mugs McFadden, the motion carried by voice vote.

Doug Rakowski made a motion to approve the October 2019 Expenditures. Seconded by Don Dohrwardt, the motion carried by voice vote.

7. **Library Director's Representative Report:** Elizabeth Daniels – Director of Iron Ridge Public Library gave an update on the November 14, 2019 All Directors Council meeting. She stated that the committees did not have any recommendation for the Directors approval. However, the directors had a great discussion on going to a fine free environment, and what some of the libraries are currently working on with the Children collections and ways that they are helping the patron reduce them getting an overdue fine. One of the major questions was how a library will make up the revenue that they will lose if everything goes fine free. The system currently has three libraries that are fine free, and the libraries are Sheboygan Falls Memorial Library, Kohler Public Library and the Monarch Library System-Bookmobile. However, these libraries do charge for damage and lost items. Alexandra Harvancik – director of the Horicon Public Library informed the board the starting in January 2020, they will be going fine free on the Children collection and this past summer the Lomira Quad/Graphics Community Library went fine free on the Children collection.

8. **System Reports:**

Jennifer Chamberlain – Interim System Director informed the board that WPLC/Overdrive has asked the selectors to hold off for 6 weeks ordering until they can determine the approach, they want with the Macmillan issue. Next week, Alison Hoffman will be going with Jennifer Chamberlain on a Monarch Marathon visiting the libraries in the system and drop-off a third-year anniversary gift. Today, she attended the DPI System Director meeting, they discussed agreements, broadband grants and PLSR. The libraries in Washington County were contacted about having a booth in the 2020 County Fair. Will the board approve the same funding as last year for the four county fairs and it was tabled for a later meeting in 2020?

9. **Committee Reports:**

**A. Finance Committee:** Wendy Schobert – Finance Chairperson presented the Finance Committee report. The finance committee had a meeting on November 4, 2019 and the they have a few recommendations from that meeting.

i. The committee recommendation to the full board to rescind the September 12, 2019 vote regarding employee compensation. Wendy Schobert explained that at the July 11, 2019 the 2020 budget was approved with the step program for employee compensation and this year all the full and regular part time will receive a step rate increase.

Doug Rakowski made a motion to approve that the Finance Committee recommendation to rescind the September 12, 2019 vote regarding the employee compensation. Seconded by Theresa Schulze, motion carried by voice vote.

ii. The committee recommendation to the full board regarding employee compensation plan in 2020. Wendy Schobert explained that the step program is in the 2020 budget and if the employee compensation should be revised with the 2021 budget process.

John Katzka made a motion to approve that the Finance Committee recommendation to full board regarding the employee compensation plan in 2020. Seconded by Mugsaudit McFadden, motion carried by voice vote.

iii. The committee recommendation to the full board to approve the adjustments made to specific line items in the 2020 budget. The adjustment is from the final numbers regarding the benefit costs from the State of Wisconsin. Wendy Schobert asked Lynn Huether – System Staff on how she made the changes to the line items. Lynn Huether – System Staff explained that each cost center/department annual amount for 2020 did not change. However, based on insurance and retirement funding adjustments the benefit cost decreased so line items like travel, utilities increased.

Dan Stoffel made a motion to approve the Finance Committee recommendation to full board on the adjustments made to specific line items in the 2020 Budget. Seconded by Don Dohrwardt, motion carried by voice vote.

iv. Wendy Schobert informed the board that the 2019 audit will start on January 21, 2020 and that Clifton, Larson and Allen will be conducting the audit. Also, a projected/forecast report has been provided by line item was informational. Lynn Huether – System Staff answered questions regarding the report.

**B. Internal Affairs Committee:** Tom Doane – Internal Affairs Chairperson presented the Internal Affairs Committee report. In the new year, the committee will be working on the employee handbook, compensation, reviewing system contracts and the nomination process.

i. Officer Nominations – A member of the Operations Committee will be contacting the current President, Vice President and Treasurer if they would like to serve another term. However, if the current President, Vice President and Treasurer decide not to serve another term, the Operations Committee member will be contacting other board members.

ii. Interim Director Performance Review Timeline – Mugs McFadden will be contacting some directors in each county to discuss the Interim Director Performance and the committee will discuss the result in the new year.

**C. Bookmobile Committee (Ad Hoc):** Bill Goehring – Bookmobile Committee Chairperson informed the board that on October 7, 2019 they had a meeting and the discussion was around how should this committee be run. Should it be a sub-committee or a standing committee. The members from Ozaukee and Sheboygan County will be contacted about have a meeting in January of 2020. Also, on Tuesday, November 26, 2019, the Sheboygan County Purchasing agent along with Bill Goehring and some of the Monarch System Staff will be having a meeting with Jim Marshall, the owner of the company that did the wrap on the bookmobile.

**D. Strategic Planning Committee (Ad Hoc):** Mark Hanson – Monarch Board President presented the Strategic Planning Committee report. In 2020, the committee will be

working on the five-year plan. In addition to the board members, the committee will be looking add directors/librarians to be part of the of the process.

#### 10. Old Business:

- a. **Bylaws – Article V** – Mark Hanson – Monarch Board President recommend that Article V reflect the name change to Operation Committee from Internal Affairs Committee.

John Katzka made a motion to approve the recommendation to change the name to Operation Committee from Internal Affairs Committee. Seconded by Tom Doane, motion carried by voice vote.

#### 11. New Business:

- a. **MLS Membership Agreement** – Jennifer Chamberlain – Interim System Director explained that the document Articles had a numbering issue and they added Appendix C | Technology Responsibilities.

Jeff Caine made a motion to approve the MLS Membership Agreement with the Articles numbering changes and the addition of the Appendix C | Technology Responsibilities. Seconded by Tom Doane, motion carried by voice vote.

- b. **Bookmobile Schedule Change** – Jennifer Chamberlain – Interim System Director presented the requested schedule change for Lisa Haartman the bookmobile manager who was not available to attend the meeting. The Riveredge Charter School (Town of Saukville) has requested our assistance in providing library service to the school. The school currently has 70 students enrolled in grades K-4<sup>th</sup>. The requested schedule change is during the school year, September through mid-June to stop at Riveredge Charter School and from mid-June through late August to stop at St. Mary's Church in Lake Church.

Tom Doane made a motion to approve the schedule for the Bookmobile. Seconded by Dan Stoffel, motion carried by voice vote.

- c. **Technology & Resource Sharing Plan** – Jennifer Chamberlain – Interim System Director presented the 2020-2024 Monarch Library System Technology & Resource Sharing Plan. Each system is to have a Technology & Resource Sharing Plan on file with DPI and it's needs to be updated every five years. After doing some research, this plan will be the first plan for the Monarch Library System. DPI currently has plans for Eastern Shores and Mid-Wisconsin Federated. Jennifer Chamberlain explained some of the Strategic Directions, Infrastructure and Inventories that are in the plan. The plan was created by Jennifer Chamberlain, Alison Hoffman and Robert Nitsch. The goal is to revisit this plan annually, so that in the future the new five-year plan process will be easier. Mark Hanson suggested the Strategic Planning Committee could of some help with this process going forward.

Jeff Caine made a motion to approve the Monarch Library System Technology & Resource Sharing Plan for 2020-2024. Seconded by Doug Rakowski, motion carried by voice vote.

12. **Next Meeting:** Thursday, February 13, 2020 at Frank L Weyenberg Library of Mequon/Thiensville – Mequon, WI at 6:00 p.m.

13. **Adjourn:** At 7:35 pm, Mugs McFadden made a motion to adjourn the meeting. Seconded by Wendy Schobert, motion carried by voice vote.