

Monarch Library System Board of Trustees

Frank L Weyenberg Library of Mequon/Thiensville - Mequon, Wisconsin

Date: Thursday, February 13, 2020 **Called to Order:** 6:03 p.m. **Adjourn** 8:05 p.m.

1. **Call to Order – Properly Noticed in accordance with Wisconsin Open Meeting Laws** - At 6.03 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:** Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, John Katzka, Mugs McFadden, Joyce Nelson, Alex Olson, Doug Rakowski, Wendy Schobert and Dan Stoffel

Conference Call/Remote: Theresa Schulze

Absent: Jeff Caine, Kristine Deiss and Nancy Mannchen

Also, Present: Jennifer Chamberlain – Interim System Director, Alison Hoffman – System Staff, Lynn Huether – System Staff, Rachel Muchin Young – Frank L Weyenberg Library Director and Robert Nitsch – System Staff

3. **Public Comment & Correspondence** – Jennifer Chamberlain – Interim System Director read an email from the Germantown Community Library thanking Alison Hoffman, Robert Nitsch, Carl Demmin and Collin Berke on all the work and help that they provided to the Germantown Community Library.
4. **Approval of Agenda:**
Doug Rakowski made a motion to approve the agenda for February 13, 2020 meeting. Seconded by Dan Stoffel, the motion carried by voice vote.
5. **Approval of the Minutes:** Per the discussion the minutes will be amended to reflect the proper date for the audit and a spelling correction.
Bill Goehring made a motion to approve the amended minutes from November 14, 2019 meeting. Seconded by Don Dohrwardt, the motion carried by voice vote.
6. **Approval of Expenditures and Financial Reports:** Wendy Schobert – Finance Chairperson presented the expenditures for November 2019, December 2019 and January 2020. The January financial reports will be filed.

Dan Stoffel made a motion to approve the November 2019 Expenditures. Seconded by Mugs McFadden, the motion carried by voice vote.

Alex Olson made a motion to approve the December 2019 Expenditures. Seconded by Don Dohrwardt, the motion carried by voice vote.

Don Dohrwardt made a motion to approve the January 2020 Expenditures. Seconded by Tom Doane, the motion carried by voice vote.

7. Board President Report

- a. Election of Officers – Mark Hanson asked Tom Doane – Operation Chairperson to present the candidates for President, Vice President and Treasurer. Tom Doane informed the board members that the following members agreed to the positions.

- Mark Hanson for President
 - Tom Doane for Vice President
 - Dan Stoffel for Treasurer

Don Dohrwardt made a motion that Mark Hanson be approved for President, Tom Doan be approved for Vice-President and Dan Stoffel be approved for Treasurer of the Monarch Board of Trustee 2020 year. Seconded by John Katzka, the motion carried by voice vote.

- 8. **Library Director’s Representative Report:** Rachel Muchin Young - Director of Frank L Weyenberg Library – Mequon/Thiensville gave an update on the February 13, 2020 All Directors Council meeting. She stated that the Circulation Committee presented a service from FreeNCOA to help cleanup patrons address. The cost for this service is estimated to be \$78.00 for 19,000 address. The directors voted to get the service and the system agreed to pay the estimated fee. Regarding the Auto-Renewal process the Circulation Committee will be research the topic more. ILS Committee presented a change to the routing sequence, but due to loss of quorum in the meeting the topic has been table until the next All Directors Council meeting. The directors will be receiving monthly updates on the PLSR process. The Resource Advisory Workgroup provided a list of the E-Magazines that they purchased for the system. Also, they provided the New Resource Identification and Evaluation Protocol, the Resource Advisory Workgroup asked the directors to review the information, so that it can be discussed and voted on at the next All Directors Council meeting. A reminder that the Annual Reports are due at the end of February and if anyone has questions to contact the system office.

Commented [JC1]: Wonder if this appears that there were technical difficulties in setting up the routing sequence. Perhaps change to “but due to loss of quorum in the meeting, the topic has been tabled until the next DC meeting.”

- 9. **System Reports:** Jennifer Chamberlain – Interim System Director presented the PLSR Implementation updates. They are currently looking for a Project Coordinator to help keep the projects on track and to communicate with the systems/libraries, analyzing the current funding formula, implement a learning management system for professional development, analyzing existing collaboration and other collaboration throughout the state, hire an external consultant to make recommendation regarding the delivery pilot project and other projects, research similarities between various library technology platforms, a state wide library directory that should be completed in March of 2020, a two half day summit with various participants to review the information to see if they are moving in the right direction. Moreover, PLSR will be an agenda item at every COLAND meeting. Also, SRLAAW and LD&L will be updated regularly. For

more information regarding the PLSR go to COLAND website <https://dpi.wi.gov/coland/plsr>. SRLAAW – an update on the two data center which are in Madison and Eau Claire for the collaboration of the backup server. COLAND currently has three openings, they meet the second Friday of every other month. The current openings could be filled by a board member or library patron, so if you believe that you or you know of someone that would be an asset to the COLAND group please contact COLAND. Monarch Library System had six people attend the Legislative Day. The people attending had wonderful comments regarding how the Aids/Staffer took in the information. The Joint County with Ozaukee and Sheboygan is moving along, and the target completion date is May 2020. Regarding Continuing Education Monarch Library System is part of SEWW Consortium, which Bridges Library System is the agent. Also available to the libraries is virtual training conferences. With Connect and Share starting to be used more, the system will have training session on Connect and Share procedures in the future. Moreover, later in 2020 Jennifer Chamberlain – Interim System Director hopes to continue the work on the state standards cohort project, offer additional technology training and consulting on variety of topics particularly inclusive services.

Commented [JC2]: Moreover, later in 2020 Chamberlain hopes to continue the work on the state standards cohort project, offer additional technology training and consulting on variety of topics particularly inclusive services.

10. Committee Reports:

A. Finance Committee: Wendy Schobert – Finance Committee Chairperson presented the Finance Committee report. Nothing to report, because they did not meet.

B. Operations Committee: Tom Doane – Operations Committee Chairperson presented the Operations Committee report. The committee met on February 7, 2020 to discuss the process on Officer Nominations and election procedure before the new year. Will be working with Jennifer Chamberlain and the Resource Library director on a new Resource Library Agreement. Also, they will be reviewing and updating the staff handbook, the system director spending limit and will be working with the Finance Committee on employee compensation and reviewing contracts that the system has with various vendors.

C. Bookmobile Committee (Ad Hoc): Bill Goehring – Bookmobile AD Hoc Committee Chairperson presented the report. Bill Goehring provided a draft for the board members to review on what the bookmobile committee duties would be. This initial draft has been shared with both legal counsels from Ozaukee and Sheboygan Counties. An update on the Bookmobile wrap, Mr. Rammer from Sheboygan County is working with Mr. Marshall from the company that did the wrap on the bookmobile. During the discussion a suggestion was made that the Monarch Library System investigate having a Memorandum of Understanding with both Ozaukee and Sheboygan Counties regarding the bookmobile.

D. Strategic Planning Committee (Ad Hoc): Mark Hanson – Monarch Board President presented the Strategic Planning Committee report. They plan on having a meeting after the annual reports have been completed.

11. Closed Session to discuss compensation and evaluation: As per 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 being considered.

John Katzka made a motion that we move into closed session. Seconded by Wendy Schobert, a roll call was taken and at 7:12pm they moved into closed session.

12. Reconvene into Open Session:

At 7:40pm the Board reconvene into open session.

13. New Business:

- a. 2019 Annual Report –** Jennifer Chamberlain – Interim System Director presented the 2019 Annual Report and answered questions regarding the data that was in the annual report.

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

b. MLS Director Selection & Hiring –

Mugs McFadden made a motion that Jennifer Chamberlain be hired as the new Monarch System Director and a packet be given to her after the Operations and Finance Committee meet to go over the details of the packet. Seconded by Tom Doane, motion carried by voice vote.

- c. Annual Trustee Event –** Jennifer Chamberlain – Interim System Director informed the board members that with the help of Heather Fischer – System Staff and Lynn Huether – System Staff they will be looking at venues, food and a presenter/speaker that the topic could be credit for continuing education.

- d. System Sponsored Event –** A survey was sent to the directors for feedback on the two system sponsor events. The results of the survey indicated that the directors liked the events, but they would like the funds to be used for System Wide Marketing. So, we will not be hosting the events in 2020 and will re-evaluate the events going forward.

Commented [JC3]: And will re-evaluate the events going forward?

13. Next Meeting: Thursday, March 12, 2020 at Jack Russell Memorial Library – Hartford, WI at 6:00 p.m.

14. Adjourn: At 8:05 pm, Alex Olson made a motion to adjourn the meeting. Seconded by Mugs McFadden, motion carried by voice vote.