

Monarch Library System Board of Trustees

Kewaskum Town Hall
9019 Kettle Moraine Drive
Kewaskum, WI 53040
and Virtual Meeting

Date: Thursday, February 10, 2022, **Called to Order:** 6:00 p.m. **Adjourn** 6:45 p.m.

1. **Call to Order – Properly Noticed in accordance with Wisconsin Open Meeting Laws** - At 6.00 p.m. Tom Doane –Board 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, Kristine Deiss, Tom Doane, Bill Goehring, John Katzka, Kay Marose, Joyce Nelson, Maeve Quinn, Wendy Schobert, Wendy Sprenger and Craig Westfall.

Absent: Josh Hass and Harold Johnson

Also, Present: Erin Anders – Fox Lake Public Library Director, Elizabeth Daniels – Iron Ridge Public Library Director, Riti Grover – MLS Director, Alison Hoffman – MLS Staff, Lynn Huether – MLS Staff, and Robert Nitsch – MLS Staff

3. **Public Comment & Correspondence** – During the roll call the board members gave a brief update on themselves. Elizabeth Daniels – Iron Ridge Public Library Director wanted to thank the board for the retirement gift that she received.
4. **Approval of Agenda:**
 - John Katzka made a motion to approve the agenda for February 10, 2022, meeting. Seconded by Kay Marose, the motion carried by voice vote.
5. **Approval of the Minutes:**
 - Bill Goehring made a motion to approve the minutes from November 11, 2021, meeting. Seconded by Kris Deiss, the motion carried by voice vote.
6. **Approval of Expenditures and Financial Reports:** Wendy Schobert – Finance Committee Chairperson presented the expenditures for November 2021, December 2021 and January 2022 and answered any questions regarding the expenditures and asked that the report outline expenditures for the previous treasurer be added to the packet. The January 2022 financial reports will be filed.
 - Wendy Schobert made a motion to approve the November 2021 Expenditures. Seconded by Kay Marose, the motion carried by voice vote.
 - Wendy Schobert made a motion to approve the December 2021 Expenditures. Seconded by Craig Westfall, the motion carried by voice vote.
 - Wendy Schobert made a motion to approve the January 2022 Expenditures. Seconded by John Katzka, the motion carried by voice vote.

7. **Monarch Library System:** Riti Grover – MLS Directors gave the Board members an update on what is happening at the system office.

The library annual reports are due to DPI on March 1, 2022. Riti Grover – MLS Director along with Alison Hoffman – MLS Staff and Robert Nitsch – MLS Staff have been reviewing the reports and informing the libraries if any changes need to be made to their annual reports. Moreover, with the System Annual Report has been delay and once the document is ready it will be completed. Due to the supply chain delays, Penske is looking to extend the current lease on two trucks for another year. However, Riti Grover – MLS Director asked is it would be possible for a two-year extension and a price break, Penske will be getting back to her.. The Public Information workgroup has been revamped this year, with more details to come later. The auditors are waiting for the 2021 Annual report and after receiving the report they will be able to complete the audit. Kim Niesing has started the process for the Summer Reading Program. Also, Riti Grover – MLS Director explained the ARPA Grant additional cost and that a workgroup of librarians was created to help with the best process for the libraries.

Robert Nitsch – MLS Staff explained to the board members about the papercut program and how it would work and what the estimated cost per library would be. There is an initial estimated software/training cost of about \$1,100.00, if the system does not pay for this cost the amount per library that is used the program will increase. However, the finance committee will be discussing papercut at their March meeting.

8. **Committee Reports:**

A. Executive Committee: Tom Doane – Executive Committee Chairperson presented the Executive Committee report.

Book Challenge – because the system does not have a book collection, the system does not need a policy.

E-Mail access policy – Tom Doane asked that the Operation Committee create a policy which would be part of the COOP.

B. Finance Committee: Wendy Schobert – Finance Committee Chairperson presented the report.

The Finance Committee is planning to have a meeting in early March of 2022, to look at the initial cost for Papercut, a donation to Kewaskum Town Hall for letting the system use the building for the board meeting

Moreover, Craig Westfall will be filling the vacancy on the Finance Committee.

C. Operations Committee: John Katzka – Operations Committee Chairperson presented the report.

John Katzka reminded the members that the Operations Committee meeting are on the second Tuesday of the month at the location of the meeting is at Lakeview Community Library – Random Lake. With the resignation of Mugs McFadden from the Monarch Board of Trustees, the Operation Committee will be looking for a new Vice-Chair and Maeve Quinn will be filling one of the vacancies on the Operations Committee.

D. Bookmobile Committee: Bill Goehring – Bookmobile Committee Chairperson presented the report. Bill Goehring informed the board members that the Bookmobile

will be meeting three times a year and that Riti Grover – MLS Director and Lisa Haartman – MLS -Staff will be working on a policy regarding the book challenge.

9 New Business:

a. Nomination and election of Officers of the Board:

- Kris Deiss made a motion to unanimously approve Tom Doane as President, John Katzka as Vice President and Wendy Schobert as Treasurer for 2022. Seconded by Maeve Quinn, motion carried by voice vote.

b. Approval of the Resource Library Agreement: Per the discussion of the Resource Library Agreement, Riti Grover – MLS Directors informed the board members that the Resource Library Agreement had no changes made to it for 2022.

- John Katzka made a motion to approve the Resource Library Agreement for 2022. Seconded by Bill Goehring, motion carried by voice vote.

10. Next Meeting: The next meeting is scheduled for Thursday, March 10, 2022, starting at 6:00pm. The meeting will be a Virtual and In-Person, with Kewaskum Town Hall as the location for the In-Person meeting.

11. Adjourn: At 6:45pm, Kay Marose made a motion to adjourn the meeting. Seconded by Wendy Schobert, motion carried by voice vote.