

# Monarch Library System Board of Trustees

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

**Date:** Thursday, February 11, 2021      **Called to Order:** 6:00 p.m.      **Adjourn** 6:50 p.m.

1. **Call to Order – Properly Noticed in accordance with Wisconsin Open Meeting Laws** - At 6.00 p.m. Tom Doane – 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, Harold Johnson, John Katzka, Nancy Mannchen, Kay Marose, Mugs McFadden, Joyce Nelson, Doug Rakowski, Wendy Schobert, and Dan Stoffel.

**Absent:** Josh Hass

**Also, Present:** Erin Anders – Fox Lake Public Library Director, Elizabeth Daniels – Iron Ridge Public Library Director, Alison Hoffman – MLS Staff, Lynn Huether – MLS Staff, Kristen Mielke – Brownsville Public Library Director, Robert Nitsch – MLS Staff and Kimberly Young – MLS Director.

3. **Public Comment & Correspondence** – Kimberly Young read Alex Olson resignation letter to the board.

4. **Approval of Agenda:**  
Doug Rakowski made a motion to approve agenda for February 11, 2021 meeting. Seconded by Mugs McFadden, the motion carried by voice vote.

5. **Approval of the Minutes:**  
Bill Goehring made a motion to approve the minutes from November 12, 2020 meeting. Seconded by Mugs McFadden, the motion carried by voice vote.

6. **Election of Officers:** Tom Doane presented the following candidates for the Monarch Board Officers for 2021.

President – Tom Doane  
Vice President – John Katzka  
Treasurer – Dan Stoffel

- Mugs McFadden made a motion that we accept the candidates for President, Vice President and Treasurer to be the officers for the Monarch Board of Trustees for the year of 2021. Seconded by Joyce Nelson, motion carried by voice vote.

7. **Approval of Expenditures and Financial Reports:** Dan Stoffel – Finance Chairperson presented the expenditures for November and December of 2020 and January of 2021.

The January 2021 financial reports will be filed.

- Dan Stoffel made a motion to approve the November 2020 Expenditures. Seconded by John Katzka, the motion carried by voice vote.
- Dan Stoffel made a motion to approve the December 2020 Expenditures. Seconded by Joyce Nelson, the motion carried by voice vote.
- Dan Stoffel made a motion to approve the January 2021 Expenditures. Seconded by Doug Rakowski, motion carried by voice vote.

#### **8. Monarch Library System Update:**

- Fully Staffed:** Kimberly Young announced that Kim Niesing accepted the position to work with Alison Hoffman and the Youth Service/Inclusive Services Liaison for the Monarch Library System. Kim Niesing will be starting this position on March 8, 2021, and then the system will be meeting the requirement of a fully staffed system.
- Staff Reports:** Kimberly Young explain that a change was made to the staff reports, going forward the staff report will reflect the work that the staff has completed or are working on in the previous month or months. Moreover, the infographic report for 2020, that Heather Fischer created was shared with the board.
- Annual Report:** The annual report was presented to the board members and per the discussion of the changes from the 2019 to 2020 was only that the information was not in the proper column in 2019.
  - Dan Stoffel made a motion to approve the 2020 Annual Report. Seconded by Joyce Nelson, motion carried by voice vote.

#### **8. Committee Reports:**

**A. Executive Committee:** Kimberly Young explained to the board members that the Executive Committee has been working with the Governance Committee from the All-Directors' Council on the Strategic Plan. Kimberly Young shared the survey that help with the Strategic plan, that will be sent out to Directors, Board members and staff. The two committee will go over the feedback information that they received from the survey and start working on the Strategic plan.

**B. Finance Committee:** Dan Stoffel – Finance Committee Chairperson presented the report. The Finance Committee will start working on the budget for 2022 in April of 2021 and will start working on the unassigned funds that the system has.

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

- Bonus Recommendation** – During a closed session in 2020, the board members had decided to give a bonus to the employees that stepped up in Amy Birtell absent. However, in open session the motion for the bonus was never done. The recommendation from the Operations Committee is that a 2% bonus

based on the employee annual salary be given to the employees that stepped up in Amy Birtell absent.

- John Katzka made a motion that the recommendation from the Operation Committee be accept regarding the 2% bonus for the employees that stepped up in Amy Birtell absent. Seconded by Bill Goehring, motion carried by voice vote.

- ii. **Flooring** – We received three quotes for the flooring project at the Sheboygan location and the Operations Committee decided to go with JL Business Interiors, Inc. Once the project has been complete, we will be sending a copy of the invoice and check to the property owner for the reimbursement that they agreed to pay to the project.
- iii. **Bylaws Attendance:** Per the discussion of the attendance policy, it was decided that John Katzka would send the Attendance Policy statement to Lynn Huether, so that it can be included in the packet for the next meeting. Moreover, to help with having a quorum for all meeting, the board members will RSVP to the Administrative Assistant or the System Director.

**D. Bookmobile Committee:** Bill Goehring – Bookmobile Committee Chairperson presented the report. Bill Goehring informed the board members that they did not have a meeting on February 1, 2021 because they did not have a quorum for the meeting. A poll/survey will be sent out to the bookmobile committee members asking them what time and possible what weekday works best for them. However, the packet for the February meeting contains three quotes for the Bookmobile wrap and if the committee members could look them over before the next meeting that would be helpful. An update on the Bookmobile MOU with Ozaukee and Sheboygan Counties, it has been signed by both counties. The Bookmobile Committee members be receiving a survey for the bookmobile strategic plan. This survey is like the other strategic plan survey that is going out to all board members. The feedback from the survey will be used to help build the strategic plan for the bookmobile.

**9. Good News:**

**A. Magazine Collection:** With Overdrive purchase of RB Digital the E-Magazines are now part of the Overdrive/Libby collection. Patron will have access to over 3000 magazine title and in the past had less the 100.

**B. Design for new App:** The new App image is the Monarch butterfly with a teal blue background. The new App will replace the Monarch 2 Go App with Chilifresh. We suggest that if you have not used the Monarch 2 Go App, that you wait until the new App is released.

10. **Next Meeting:** The next meeting is scheduled for Thursday, March 11, 2021, starting at 6:00pm. Until further notice the meetings will be virtual and Kewaskum Town Hall will be the location holding the in-person meeting

11. **Adjourn:** At 6:50pm, Mugs McFadden made a motion to adjourn the meeting.  
Seconded by Doug Rakowski, motion carried by voice vote.