

Monarch Library System Board of Trustees

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

Date: Thursday, March 11, 2021 Called to Order: 6:00 p.m. Adjourn 7:47 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, Harold Johnson, Nancy Mannchen, Kay Marose, Mugs McFadden, Joyce Nelson, Doug Rakowski, Wendy Schobert, Wendy Sprenger and Dan Stoffel.

Absent: Josh Hass and John Katzka

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

- 3. Public Comment & Correspondence** – Tom Doane introduced and welcomed Wendy Sprenger to the Monarch Library System Board of Trustees. Wendy Sprenger is the newest board member from Ozaukee County, and Wendy Sprenger is currently serving on the library board at the U.S.S. Liberty Memorial Public Library.
- 4. Approval of Agenda:**
 - Jeff Caine made a motion to approve agenda for March 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 February 11, 2021 meeting. Seconded by Mugs McFadden, the motion carried by voice vote.
- 6. Approval of Expenditures and Financial Reports:** Dan Stoffel – Finance Committee Chairperson presented the expenditures for February 2021. The February 2021 financial reports will be filed.
 - Dan Stoffel made a motion to approve the February 2021 Expenditures. Seconded by Wendy Schobert, the motion carried by voice vote.
- 7. Monarch Library System Update:** The board members currently did not have any questions regarding the Monarch Library System reports.

8. **Committee Reports:**

A. Executive Committee: Tom Doane – Executive Committee Chairperson asked Kimberly Young to give an updated/explanation on the Strategic Planning. Kimberly Young explained that she asked the Executive and Governance Committees, along with the MLS staff to give additional feedback on the results from the survey. With this information the Executive and Governance Committees will begin working on the all the stages of the Strategic Planning process.

B. Finance Committee: Dan Stoffel – Finance Committee Chairperson presented the report. The Finance Committee is planning on having a meeting in late April or early May of 2020 to start working on the 2022 Budget. Dan Stoffel asked Lynn Huether to give an update on the 2021 Audit process. Lynn Huether informed the board members that the auditors have completed the field work and are currently working on completing the reports. The goal is to have the auditors present the results of the 2021 audit at the May 2021 Monarch Board of Trustees Meeting.

C. Operations Committee: In John Katzka – Operations Committee Chairperson absent Tom Doane – Board President presented the report.

- i. **Bonus Recommendation** – Tom Doane explained that the recommendation from the previous meeting regarding the 2% bonus and that is one-time payment needs to be ratified.
 - Doug Rakowski made a motion to ratify the recommendation of the 2% bonus and that is a one-time payment. Seconded by Dan Stoffel, motion carried by voice vote.
- ii. **Flooring** – Kimberly Young updated the board members that the flooring project was completed during the month of February 2021. The flooring company took about 10 working days to install the new flooring. Moreover, we have received the invoice from the flooring company, and it has been processed payment and sent out to the flooring company. Also, we have received the agreed reimbursement from the landlord for this flooring project. The board members asked that a photo/picture be sent to them of the flooring and Kimberly Young stated that it will be sent out as soon as possible.
- iii. **Bylaws Attendance:** Per the discussion of the attendance policy, the board members asked that the statement be amended to be “Members shall be expected to attend all six meetings in-person or virtually, except as they are prevented by a valid reason. If any Board Member misses two or more unexcused meetings of the six Board meetings, the Board may send a recommendation to the appropriate County Board to replace that individual from the Board.
 - Kris Deiss made a motion to accept the amended By-law statement regarding the attendance policy. Seconded by Joyce Nelson, motion carried by voice vote.

Mugs McFadden informed the board members that the Operations Committee next meeting will be on Tuesday, March 16, 2021.

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

Committee will be having a meeting on Friday, March 12, 2021 at 9:30am. Also, Kimberly Young made the comment for the new board member that all board members from Ozaukee and Sheboygan Counties are on the Bookmobile Committee.

9. Convene into Closed Session:

- Mugs McFadden made a motion that the meeting move into closed session. Seconded by Wendy Schobert, a roll call was taken, and all members voted to move into closed session at 6:13pm.

10. Reconvene into Open Session: The meeting reconvenes at 7:30pm into open session.

MLS Information Security:

- Mug McFadden made a motion that we reach out to Heartland Business System for a presentation on security for the board members and the library directors to attend and to proceed in developing a security system. Seconded by Bill Goehring, motion carried by voice vote.

Director Resignation:

- Mugs McFadden made a motion to accept Kimberly Young resignation and Kimberly Young will continue her duties as system director for the next 30 days and in the letter that Kimberly Young will be sending Tom Doane – Board President it will state her last official day as system director. Seconded by Doug Rakowski, motion carried by voice vote.

Establish System Director Search Committee: Regarding the Search Committee process, Tom Doane explained that the committee will consist of seven members. Three members will be library directors, one member will be from the MLS Staff and the remaining three will be from the Monarch Board of Trustees. The three Monarch Board of Trustees members will be Tom Doane – Board President, John Katzka – Board Vice President and Bill Goehring – Bookmobile Chairperson. A suggestion was made we look into hiring an Executive Search Agency, to help with the process of finding a System Director. Kimberly Young stated that she would send Tom Doane a list of agencies that work in the area of recruiting library staff.

- Mugs McFadden made a motion to accept the System Directors search committee structure and to hire an Executive Search agency to help with the search process. Seconded by Doug Rakowski, motion carried by voice vote

11. Good News: All the Annual Reports are in.

12. Next Meeting: The next meeting is scheduled for Thursday, May 13, 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

13. Adjourn: At 6:50pm, Doug Rakowski made a motion to adjourn the meeting. Seconded by Joyce Nelson, motion carried by voice vote.