

Monarch Library System Board of Trustees

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

Date: Thursday, May 13, 2021, **Called to Order:** 6:00 p.m. **Adjourn** 7:04 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, John Katzka, Mugs McFadden, Joyce Nelson, Doug Rakowski, Wendy Schobert, Wendy Sprenger and Dan Stoffel.

Absent: Josh Hass and Kay Marose

Also, Present: Erin Anders – Fox Lake Public Library Director, Elizabeth Daniels – Iron Ridge Public Library Director, Alison Hoffman – MLS Staff, Lynn Huether – MLS Staff, r, Kristen Mielke – Brownsville Public Library Director, Robert Nitsch – MLS Staff and Jon Swanson – Auditor from CLA.

3. **Public Comment & Correspondence** – Tom Doane introduced that Nancy Mannchen has resigned from the Monarch Board of Trustees due to family commitments that need more of her time and attention..

4. **Approval of Agenda:**

- Doug Rakowski made a motion to approve agenda for May 13, 2021, meeting. Seconded by Jeff Caine, the motion carried by voice vote.

5. **Approval of the Minutes:**

- Bill Goehring made a motion to approve the minutes from March 11, 2021, meeting. Seconded by Doug Rakowski, the motion carried by voice vote.

6. **Approval of Expenditures and Financial Reports:** Dan Stoffel – Finance Committee Chairperson presented the expenditures for March 2021 and April 2021. The April 2021 financial reports will be filed.

- Dan Stoffel made a motion to approve the March 2021 Expenditures. Seconded by Doug Rakowski, the motion carried by voice vote.
- Dan Stoffel made a motion to approve the April 2021 Expenditures. Seconded by Wendy Schobert, the motion carried by voice vote.

7. **2020 Audit Presentation by Jon Swanson – CLA:** Jon Swanson – Auditor from CLA explained to the board members that the during the 2020 Audit, they did not find any

issues or errors and the information that as provided to them was reported correctly. It was explained that the three audit findings will occur each year, because the size of the staff and the additional staff time and training will not be beneficial to Monarch Library System.

8. **Monarch Library System Update:** Heather Fischer – MLS Staff updated the board member on the new color addition. The icon for the new Monarch2Go app has the new color as a background to help patrons when they are ready to download the new Monarch2Go app. Robert Nitsch informed them that the vendor that is hosting the websites has a slow responds time to issues and the IT Department will be researching a new vendor for the hosting of the websites.

8. **Committee Reports:**

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

The 2020 Audit needs Board approval before it can be sent to DPI, which a requirement of a system.

- Mugs McFadden made a motion to approve the 2020 Audit. Seconded by John Katzka, motion carried by voice vote.

Michael Dennison from DPI sent an email requesting that we have one or two people from Monarch Library System that will be responsible for sign Grant Approve Assurances. Because Robert Nitsch – MLS Staff works on one aspect of the grants and Lynn Huether – MLS Staff works on another aspect of the grants, recommend that both Robert Nitsch and Lynn Huether as approved signers for Monarch Library System until the new system director is hired.

- Jeff Caine made a motion to approve Robert Nitsch and Lynn Huether – MLS Staff members approved signers for the grant process until a new system director is hired. Seconded by Kristine Deiss, motion carried by voice vote.

Tom Doane comment that before the MLS Strategic Plans should be put on hold until the new system director is hired. The reason is that the new system director may have some input on the current document of the MLS Strategic Plan and changes may or may not need to be made. Per the discussion the board members agreed that it should wait until the new system director is hired.

B. Finance Committee: Dan Stoffel – Finance Committee Chairperson presented the report. The Finance Committee had a meeting in the beginning of May 2021 to start working on the 2022 budget, and salaries have been budget for a 2% increase for 2022. Moreover, then discussed a protocol or policy that the new system director will used regarding the system finances. The Finance Committee is recommending the estimated amount of back pay for the employees that went over and above their position during the time without a system director. Per the discussion it was asked when the employees would be receiving the back pay and Lynn Huether – MLS Staff informed them that after receiving a thank you message from Tom Doane, she would process the back pay.

- John Katzka made a motion to accept the recommendation of Back Pay to the

employees. Seconded by Wendy Schobert, motion passed by voice vote.

After reviewing the 2020 Profit and Loss Statement, the Finance Committee is recommending that we transfer \$25,000.00 from the Bookmobile Contingency Fund to the General Contingency Fund. The reason is the Bookmobile exceeded their funding from Ozaukee and Sheboygan Counties.

- Bill Goehring made a motion to accept the recommendation of transferring funds from the Bookmobile Contingency Fund to the General Contingency Fund in the amount of \$25,000.00 that bookmobile exceeded the counties funding. Seconded by John Katzka, motion passed by voice vote.

Dan Stoffel explained that in the past the system would pay for the E-Magazine platform and the libraries paid \$8,000.00 for the content and Gales Courses for the libraries. Based on the usage of Gales Courses over the past three years, these funds could be used on a different service for the libraries and E-Magazine cost from Overdrive is in the range that they have paid for in the past. More research will be done on programs that would benefit the libraries.

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

At the April 2021, they discussed the 2% Salary increase for the 2022 Budget with the Dan Stoffel – Treasurer and Dan Stoffel agreed that Finance could make it work. They had a brief discussion on SharePoint “Connect & Share” and what policies they would like to make available on it. They had Robert Nitsch – MLS Staff explained the Multifactor Authorization process and how the IT Department will be testing it. Robert Nitsch – MLS Staff explained the security annual and the estimated cost for the external and internal audit and he is currently doing a manual backup of the server’s information, because the Statewide Backup program has been at a standstill. He is now on the Statewide Backup project to get it back on schedule.

John Katzka asked the board members if the committees should have a Vice-Chairperson. Per the discussion they agreed that it would be a good idea and the By-Laws will need to be updated stating that the committees will have a Vice-Chairperson

The next meeting will be at the Lakeview Community Library – Random Lake on May 18, 2021, starting at 2:00pm

D. Bookmobile Committee: Bill Goehring – Bookmobile Committee Chairperson presented the report. Bill Goehring informed the board members that the Bookmobile Committee will be scheduling a meeting in June of 2021 to go over the 2022 Budget.

9. **Next Meeting:** The next meeting is scheduled for Thursday, July 8, 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

10. **Adjourn:** At 7:04pm, Dan Stoffel made a motion to adjourn the meeting. Seconded by John Katzka, motion carried by voice vote.