

# Monarch Library System Board of Trustees

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

**Date: Thursday, November 11, 2021,      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, Harold Johnson, John Katzka, Kay Marose, Mugs McFadden, Joyce Nelson, Maeve Quinn, Doug Rakowski, Wendy Schobert, Wendy Sprenger and Dan Stoffel.

**Absent:** Josh Hass

**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** – Doug Rakowski – Washington County Board Member announced that he will be leaving the Monarch Board effective December 31, 2021. He wanted to thank each of you for your efforts during and since the merger and offer you the “best” moving forward to a successful future.

Robert Nitsch informed the board that the ARPA grant was \$200,000.00, however that actual pricing for the equipment came to \$220,000.00. He submitted the grant and if we would receive the grant, the Monarch Board of Trustees would need to allocate \$20,000.00 for the difference of the RFID and Self-Checkout machines for the libraries. The comment was made that \$20,000.00 would be a well spent purchase.

- 4. Approval of Agenda:**
  - Mugs McFadden made a motion to approve the agenda for November 11, 2021, meeting. Seconded by Jeff Caine, the motion carried by voice vote.
- 5. Approval of the Minutes:**

Per the discussion of the minutes, they will be amended because a typo.

  - Bill Goehring made a motion to approve the amended minutes from September 9, 2021, meeting. Seconded by John Katzka, the motion carried by voice vote.
- 6. Approval of Expenditures and Financial Reports:** Dan Stoffel – Finance Committee Chairperson presented the expenditures for September 2021 and October 2021 and answered any questions regarding the expenditures. The August 2021 financial reports will be filed.

- Dan Stoffel made a motion to approve the September 2021 Expenditures. Seconded by John Katzka, the motion carried by voice vote.
- Dan Stoffel made a motion to approve the October 2021 Expenditures. Seconded by Kay Marose, the motion carried by voice vote.

**7. Monarch Library System:** None.

**8. Committee Reports:**

**A. Executive Committee:** Tom Doane – Executive Committee Chairperson presented the Executive Committee report. Presented a revised Workplace Safety Policy.

- John Katzka made a motion to approve the revised Workplace Safety Policy. Seconded by Joyce Nelson, the motion carried by voice vote.

Tom Doane and Riti Grover gave a brief overview on the book challenge that is currently happening. Each library should have a policy in place to cover this challenge.

**B. Finance Committee:** Dan Stoffel – Finance Committee Chairperson presented the report.

**Staff Bonuses due to the top management vacancy:** Dan Stoffel explained that the staff bonuses are for eligible staff for the work that they did during the absent of the top management vacancy. The total funding is \$9,857.08.

- Dan Stoffel recommended that the staff bonus of \$9,857.08 be give to the MLS-Staff that is eligible for the work that they during the directors absent. Seconded by John Katzka, recommendation carried by voice vote.

**Bonuses for the delivery drivers due to extra work during COVID:** Dan Stoffel explained that during COVID in 2020 the driver did an outstanding job with all the extra restriction that they had to deal with in sorting and delivering of the materials.

- Dan Stoffel recommended that the delivery drivers receive a year-end bonus for all the extra work that they did during COVID, and the total of the bonus is \$1,937.70. Seconded by Wendy Schobert, recommendation carried by voice vote.

**Proposal on the libraries program/services funding:** Dan Stoffel explained that he did some research on the extra funding that the system will be receiving in 2022 and 2023. He found out that the total for 2023 will become the Monarch Library System new base going forward. The Finance Committee is waiting to hear back on what program/services that they would like other the Gale Courses and funds for marketing of Gale Courses.

Dan Stoffel announced that he will be leaving the board on December 31, 2021. However, he is resigning tonight as Monarch Treasurer, so that a Treasurer will be in place before the first meeting in 2022.

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

**Recommendation on the mileage for the directors to attend the All-Directors Council meeting in-person:** John Katzka informed the board that the Operations Committee discussed all options on the mileage reimbursement for the directors attending the All- Directors Council in-person.

- John Katzka recommended that the Monarch Library System does not reimburse mileage for the directors to attend the All-Directors Council meeting in-person. Seconded by Mugs McFadden, recommendation carried by voice vote.

**Propose amending the By-Laws for Officers election:** John Katzka informed the board members that the By-Laws state that the election of officers is done at the first meeting of the year. They would like to amend the By-Laws that the election of officers would take place at the last meeting of the year. With this change the Executive Committee will be in place before the new year starts.

**Propose the slate of Officers for 2022.** Tom Doane announced the member for the following positions:

**President** – Tom Doane

**Vice President** – John Katzka

**Treasurer** – Wendy Schobert

However, with Dan Stoffel resigning his Treasurer position we will need to vote for a Treasurer tonight. Tom Doane told the board members that Wendy Schobert has agreed to be Treasurer for the Monarch Board of Trustees.

- Mugs McFadden made a motion to accept Dan Stoffel resignation as Treasurer and to appoint Wendy Schobert as the new Treasurer for the Monarch Board of Trustees effective immediately. Seconded by Kay Marose, motion carried by voice vote.

**D. Bookmobile Committee:** Bill Goehring – Bookmobile Committee Chairperson presented the report. Bill Goehring informed the board members that the Bookmobile will be having a meeting before year-end to create a policy regarding the current book challenge and that the bookmobile was well received at the Cedarburg Community read event.

- 9 Next Meeting:** The next meeting is scheduled for Thursday, February 10, 2022, starting at 6:00pm. Until further notice the meetings will be Virtual and In-Person and the location for In-Person will be at the Lakeview Community Library – Random Lake, WI. The Operations Committee at their next meeting will discuss locations for the other board meeting. The goal is to have a meeting in each county.
- 10. Adjourn:** At 6:45pm, Wendy Schobert made a motion to adjourn the meeting. Seconded by John Katzka, motion carried by voice vote.