

Monarch Library System Board of Trustees

Juneau Public Library – Juneau, Wisconsin

Date: Thursday, March 14, 2019 Called to Order: 6:00 p.m. Adjourn 7:30 p.m.

1. **Call to Order:** At 6.00 p.m. Mark Hanson - 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 Present:** Jeff Caine, Kristine Deiss, Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, Mugs McFadden, Joyce Nelson, Wendy Schobert, Theresa Schulze and Daniel Stoffel

Conference Call/Remote: None

Absent: Amy Birtell, John Katzka, Nancy Mannchen and Doug Rakowski

Also, Present: Heather Fischer – System Staff, Alison Hoffman – System Staff, Lynn Huether – System Staff, Robert Nitsch - System Staff and Jannette Thrane – Juneau Public Library Director

3. **Public Comment & Correspondence:** None

4. **Approval of Agenda:** Wendy Schobert asked that the agenda be amended to remove the 2018 audit report. The accounting firm had to make some presentation layout changes.

Jeff Caine made a motion to approve the amended agenda for March 14, 2019. Seconded by Don Dohrwardt, the motion carried by voice vote.

5. **Approval of the Minutes:**

Bill Goehring made a motion to approve the minutes from February 14, 2019 meeting. Seconded by Kris Deiss, the motion carried by voice vote.

7. **Approval of Expenditures and Financial Reports:** Wendy Schobert presented the expenditures for February 2019. Wendy Schobert and Lynn Huether – System Staff answered questions regarding the expenditures.

Don Dohrwardt made a motion to approve the February 2019 Expenditures. Seconded by Mugs McFadden, the motion carried by voice vote.

8. **Board President Reports:**

a. **Nomination and Election of Board Officers** – Kris Deiss explain the nomination committee contacted Mark Hanson, Tom Doane and Wendy Schobert and asked if they would be willing to continue as the President, Vice President and Treasurer for the Monarch Board of Trustee.

Bill Goehring made a motion to elect Mark Hanson as President of the board. Seconded by Don Dohrwardt, the motion carried by voice vote.

Mugs McFadden made a motion to elect Tom Doane as Vice President of the board. Seconded by Dan Stoffel, motion carried by voice vote.

Jeff Caine made a motion to elect Wendy Schobert as Treasurer of the board. Seconded by Theresa Schulze, motion carried by voice vote.

9. Library Director's Representative Update:

Jannette Thrane – Director of the Juneau Public Library, presented the report for the library directors. The Circulation Committee will be working on best practice/guidelines for the book clubs borrowing and are looking into getting the in-demand older collection as book club kits. The representative from Washington County had to step down from the circulation committee, so they need a representative from Washington County. The ILS Committee recommended that the wording be change on the hold message, so that the patron would still place the request. Tom Carson – Director at Port Washington is working with the AODA on an event in March of 2020. The libraries are still interested in the Standard Program. The Resource workgroup will be working with Reference USA and A to Z to get trial links so the libraries can see what these vendors databases have to offer to the libraries. Also, if the resource workgroup would investigate getting a monster Lego steam kit. A special thank you to the Monarch Library System Staff, for all the work they have been doing for the libraries in Amy Birtell absent.

10. System Director Reports

Alison Hoffman – System Staff informed that board that all the annual reports for the libraries where to DPI on time. The system pays the WiLS Membership for the libraries and with the renewal in June, we are looking into getting a representative from WiLS be explain to the libraries what options/discounts the membership has to offer. The system staff will be contacting the libraries on who is the WPLC liaison at their library. The PLSR draft was sent to DPI in February and now the COLAND group will be holding informational meeting across the state.

Robert Nitsch – System Staff informed the board that Carl Demmin- System Staff is working on the backsides of the Website and Collin Berke – System Staff is working on the frontside of the Website. Regarding the Network project, we are working to increase the speed and will be working with a vendor for first few and then we will do the rest. Also, we are working on getting a bulk purchase order together and looking at three vendors to get pricing on Aerohive/WiFi.

Heather Fischer – System Staff informed the board she will be placing an order for Monarch apparel and gear items later this week. Also, for the Summer Reading Program she will be running a die cut workshop in each county.

Lynn Huether – System Staff informed the board about what was happening with the delivery driver's situation I would like to thank Robert Nitsch- System and the other drivers for all the work they did to cover routes and making sure the libraries get the material on a timely basis

Tom Doane – Stated that he meets with the System Staff to go over issue and topics on a weekly basis and the system staff are good group to work with. Tom Doane suggested the Board should think about allocating some funds to help the AODA event which will be held in March of 2020.

10. Committee Reports:

A. Finance Committee: Wendy Schobert stated that the Finance Committee cancelled the meeting that was planned due to the weather. However, the committee will be meeting in April, to start working on the 2020 Budget. With the sale of the Horicon building, the committee will be working on a list of items that those funds could be earmark for and forward the information to the 5-year planning group. Also, the auditors suggested that with the director out on medical leave the system may want to add additional signers to the bank accounts.

Jeff Caine made a motion to add Bill Goehring and Dan Stoffel to the bank accounts as signers. Seconded by Mugs McFadden, motion carried by voice vote.

B. Personnel & Policy Committee: Tom Doane gave an updated on how Amy Birtell is doing.

C. Contracts Committee: Kris Deiss and Theresa Schulz stated that the committee did not meet, and they have nothing to report.

12. Old Business:

A. Annual Trustee Event – Heather Fischer- System Staff informed the board that the Columbian was holding October 3, 2019 and October 24, 2019 for the annual event. Per the discussion the board decided that the event will be on October 24, 2019. Heather Fischer – System Staff and Lynn Huether – System Staff made a requested that a board member help with finding a speaker for the event and the food. Mug Mc Fadden volunteered to help the system staff for this event.

13. Closed Session to discuss compensation and evaluation Wisconsin Statutes s.19.85(1)(c) which allows closed sessions when the employment promotion, compensation or performance evaluation data of any public employee under the jurisdiction of the government body is being considered

Don Dohrwardt made a motion at 7:06pm to move into closed session. Seconded by Jeff Cain, motion carried by a roll call.

Returned to open session at 7:20pm.

14. New Business

A. Discussion of amending Article V of the Bylaws – Mark Hanson gave an overview on how the committee structure would change. We would have two standing committee, one would be Finance and the other Internal Affairs.

Dan Stoffel made a motion to that the Chair to create a draft for the Internal Affairs Committee. Seconded by Don Dohrwardt, motion carried by voice vote.

B. Ad Hoc Committee: Mark Hanson asked for volunteers to be on the Ad Hoc Interview Committee for the Interim Director. The volunteers are Tom Doane, Mugs McFadden, Theresa Schulz, Bill Goehring and Kris Deiss.

15. **Next Meeting:** Thursday, May 9, 2019, at Germantown Community Library – Germantown at 6:00 p.m.

16. **Adjourn:** At 7:30 pm, Mugs McFadden made a motion to adjourn the meeting. Seconded by Theresa Schulz, motion carried by voice vote.