

## Monarch Library System Finance Committee

W.J Niederkorn Library  
Port Washington, WI

**Date: Tuesday, April 23, 2019    Called to Order: 6:00 p.m.    Adjourn: 8:02 p.m.**

**Present:** Don Dohrwardt, Bill Goehring, Wendy Schobert and Dan Stoffel

**Absent:** Jeff Caine

**Also, Present:** Lynn Huether – System Staff, Robert Nitsch – System Staff and Doug Rakowski – Monarch Board Member

1. **Call to Order:** At 6:00 p.m. a quorum was present. Wendy Schobert – Chairperson, called the meeting to order.

2. **Verification of Compliance with WI Open Meetings Law:** The meeting was posted per the open meeting law.

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

4. **Review and approve minutes from November 2018 Meeting:** Dan Stoffel made a motion to approve the minutes from November 5, 2018. Seconded by Bill Goehring, motion carried by voice vote.

5. **Robert Nitsch – Presentation on Infrastructure Upgrade:** Robert Nitsch – System Staff presented the finance committee two Network Proposals for Network Hardware. The reason for this request is to get the libraries using the same/similar hardware and with the same/similar hardware the IT staff would be able to be more efficient servicing the libraries with upgrades and troubleshooting issues. The system would pay for the initial hardware that the libraries would receive, and the libraries would have an annual network contingency charge for the replacement of hardware in six years. Bill Goehring recommended that Robert Nitsch present to the Directors at the next All Directors Council the 2019 Network Proposal and if the Directors concur with the proposal, the finance committee will bring it to the full board for approval. Seconded by Don Dohrwardt, motion carried by voice vote.

6. **Closed Session:** Wisconsin §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. Doug Rakowski was invited to stay for the closed session portion of the meeting.

Don Dohrwardt made a motion to move into closed session at 6:45pm. Seconded by Bill Goehring, motion carried by voice vote.

Don Dohrwardt made a motion to move into open session at 7:22pm. Seconded by Bill Goehring, motion carried by voice vote.

7. **Any Other Business:**

- \* **Vehicle Purchase & Mileage Reimbursements** – The vehicle purchased was put on hold.
- \* **Capital Five Year Plan** – The current committee has a representative from Dodge, Ozaukee and Washington counties. However, Sheboygan county does not have a representative and Wendy Schobert has volunteer to represent Sheboygan County. Because of the funds from the sale of the Horicon building, this committee need to work on what projects the funds should be connected to.
- \* **Any Other Old Business for Discussion** – The committee asked Lynn Huether – System Staff to check on what type of policy and procedures the system would need to pay vendors via ACH. Per a discussion with the auditors it was stated the someone from the system staff would have to create the ACH file and a Board member would have to release the ACH file. Also, a board member would have to verify that the ACH payment to the vendors was correct and sign all the paperwork like signing checks. Per the discussion, it was decided that the paying vendors via ACH would not save the system staff or the board members time.

#### 8. New Business:

- \* **The Beautiful Boy Project** – In March of 2020, the author of the book “A Beautiful Boy” will be coming to speak about his son life on drugs. The Director from W.J. Niederkorn Library asked if the Monarch Library System could help by donating \$3000.00 to this presentation. After the discussion on what this project would bring to the patrons of the library system, Bill Goehring made a motion that we make a recommendation to the full board to donate \$3000.00 to this project. Seconded by Dan Stoffel, motion carried by voice vote.
- \* **Review of Preliminary 2018 Audit Results from CliftonLarsonAllen LLP.** We need to look at earmarking items. They asked Lynn Huether – System Staff to check with the Land Commissioner if the vehicle loans could be pay off early.
- \* **Employee Reimbursement Policy** – Wendy Schobert presented a draft on the procedure for employee reimbursements. They asked Lynn Huether – System Staff to check on getting another credit card, an employee could use the system credit card and not their personal card.
- \* **Any Other New Business for Discussion** – Working with the libraries on County Fairs.

9. **Adjourn:** At 8:02 pm Don Dohrwardt moved to adjourn. Seconded by Dan Stoffel, motion carried by voice vote.