

Monarch Library System
All Directors Council Minutes
West Bend Community Memorial Library

June 13, 2019

Called to Order 9:30 a.m.

Adjourned 11:40 a.m.

Present: Erin Anders – Fox Lake, Annie Bahringer – Hustisford, Alixe Bielot - Mayville, Mary Alice Bodden – Theresa, Tom Carson – Port Washington, Elizabeth Daniels – Iron Ridge, Jennifer Einwalter – Hartford, John Hanson – Grafton, Alex Harvancik – Horicon, Leslie Jochman – Plymouth, Diane Kallas – Sheboygan, Amanda Kloppman – Mequon, Darci Kraus – West Bend, Lori Kreis – Kewaskum, Kay Kromm – Reeseville, Nicole Lynaugh – Cedar Grove, Betty McCartney – Elkhart Lake, Kristen Mielke – Brownsville, Ann Penke - Lakeland, Linda Pierschalla – Cedarburg, Amy Salminen – West Bend, Trisha Smith – Germantown and Jannette Thrane – Juneau.

Present Online: Carl Demmin – System Staff, Bret Jaeger – Waupun, Sue Mevis – Beaver Dam, Jackie Rammer – Random Lake, Mark Rozmarynowski – Sheboygan Falls and Camrin Sullivan – Lomira.

Absent: Erin Coppersmith – Kohler, Jen Gerber – Saukville, Lisa Haartman – Bookmobile, Dawn Murphy – Lowell, Leslie Schultz – Slinger and Trixine Tahtinen – Oostburg,

Also, Present: Collin Berke – System Staff, Jennifer Chamberlain – Interim Director, Tom Doane – Monarch Board Vice President, Heather Fischer – System Staff, Lynn Huether- System Staff and Robert Nitsch – System Staff.

1. **Call the meeting to order** Jennifer Chamberlain – Monarch System Interim Director call the meeting to order at 9:30am
2. **Public Comment and Correspondence:** None
3. **Approval of the agenda:**
 - Amy Salminen – West Bend made a motion to approve the agenda for June 13, 2019. Seconded by Betty McCartney – Elkhart Lake. Motion carried.
4. **Approval of the minutes from May 9, 2019:** Per the discussion the minutes will be amended.
 - Leslie Jochman - Plymouth made a motion to approve the amended minutes for May 9, 2019 meeting. Seconded by Alex Harvancik – Horicon. Motion carried.
5. **Monarch System Reports:**
 - A. **Director's Report** – Jennifer Chamberlain – Monarch System Interim Director
Jennifer gave an update on which libraries she has visited and which libraries she will be visiting soon. She attended SRLAAW, WPLC meetings and attended the new System director orientation provided by John DeBacher. At the orientation she learned that the system director should receive a copy of the minutes from all the libraries board meeting. They believe that reviewing these minutes will help the system director understand what is happening at the libraries in their system. A request was made that until the system gets a better sound system, we would like the directors speaking to announce themselves, so all the directors online will know who is speaking.

B. Other Reports as Needed – Heather Fischer – System Staff

The Family Fun at Horicon Marsh is on Saturday, June 29, 2019. We are currently looking for two people to be readers at the Story Time portion of the event. If you are interested in being a reader, please contact Heather Fisher for more details. This year we received donations that will be part of six prizes worth \$50.00 each. Also, this week the press releases have been sent out for Family Fun event. In July of 2019 the libraries from Washington County will be hosting a booth at the Washington County Fair and in August of 2019 the libraries from Dodge County will be hosting a booth at the Dodge County Fair.

6. Committee Reports:

A. Committee Report – Amanda Kloppman – Mequon presented the Circulation Committee report.

1. **Recommendation 1:** – The Circulation Committee recommends that the individual libraries create book kits from the In-Demand Collection, on their own. The library creating the book kit would be responsible for providing the container, cataloging of the kit as well as housing the kit. The library creating the kit would then be able to choose how they would like the kits to be reserved. Whether that be through Polaris or by phone call or any other booking resource.

Per the discussion it was suggested that the libraries have a contact person from In-Demand that they could work with on the number of books available to make a kit. Also, the directors would like to get the procedures on how to get a book kit on the statewide network.

- Amy Salminen – West Bend made a motion to accept the Circulation Committee recommendation on the book kits. Seconded by Betty McCartney – Elkhart Lake. Motion carried.

2. **Recommendation 2:** The Circulation committee recommends removing the free text block from WPLC/Libby.
 - a. Currently, patrons who have a note on their account in the free text box are blocked from WPLC/Libby
 - b. There are no libraries in our system who currently block patrons for having notes
 - c. We would like to have this block removed so the WPLC/Libby stay consistent with practices in our libraries.
- Amanda Kloppmann – Mequon made a motion to accept the Circulation Committee recommendation to remove the free text block from WPLC/Libby. Seconded by Leslie Jochman – Plymouth. Motion carried

B. ILS Committee Report – Darci Kraus – West Bend presented the ILS Committee report.

1. **Recommend an improvement of the Monarch2go app allowing libraries to link their own websites to the Library Info tab and their own event calendars to the Library Events tab for a one-time cost of \$1000.00.**

The question is how will the \$1,000.00 fee be paid? Should the libraries pay, or ILS funds be used?

- Darci Kraus – West Bend made a motion to accept the ILS recommendation for an improvement to the Monarch2go app for a one-time cost of \$1,000.00. Seconded by Betty McCartney – Elkhart Lake. Motion carried.
- Tom Carson – Port Washington made a motion that the ILS Fund be used to pay the one-time cost of \$1,000.00. Seconded by Betty McCartney – Elkhart Lake. Motion carried

2. Recommend that the Director’s Council allow for the creation of the virtual West Bend (WB) Outreach pick up branch assisting staff to appropriately direct incoming materials. (Homebound services are conducted from West Bend Community Memorial Library which is county-wide).

Pre the discussion the directors were informed that the new branch named would be “West Bend Outreach Branch” and the delivery code would be “WBOUT”

- Darci Kraus – West Bend made a motion to accept the recommendation on the creation of the virtual West Bend Outreach branch. Seconded by Linda Pierschalla – Cedarburg. Motion carried.

3. Recommend ILS upgrade from Polaris 6.0 to Polaris 6.3. ILS committee requests Director’s Council to decide if the implementation should take place during normal operating hours or after hours. An after-hours update would cost \$3,000.0. Sunday, August 18, 2019 has been identified as an available date for an after-hours upgrade.

- a. Question: Should the upgrade be complete during open hours or after hours?
 - Darci Kraus – West Bend made a motion that the Polaris 6.3 upgrade be after hours on Sunday, August 18, 2019. Seconded by John Hanson – Grafton. Motion carried
- b. Question: If after-hours are desired, how will the \$3,000.00 after hours fee be paid? Should the libraries pay, or ILS Fund be used?
 - Betty McCartney – Elkhart Lake made a motion at the ILS Fund be used to pay for the after-hours upgrade. Seconded by Linda Pierschalla – Cedarburg. Motion carried.
- c. Question: Should we do the RB Digital Integration into the Monarch Catalog at a one-time cost of \$400.00 along with \$3,000.00. Cost with upgrade of 6.3 and the RB Digital Integration will be \$3,400.00.
 - Alex Harvancik – Horicon made a motion that the RB Digital Integration into the Monarch Catalog be done for the one-time cost of \$400.00 and that the ILS Fund be

used. Seconded by Betty McCartney – Elkhart Lake. Motion carried.

4. **Zoo Pass Policy reminder** – Alex Harvancik – Horicon asked the libraries to remember to follow the policies and procedures regarding any Corporate passes.

7. **Old Business –**

Network Proposal update – Robert Nitsch – System Staff.

Robert Nitsch explained to the directors that during the process to find better pricing on an annual maintenance agreement for the network equipment, he got better pricing on the equipment from a different vendor. He provided a report showing three options for the equipment and his recommendation is Cisco #2 option. Per the discussion on the equipment the directors ask if they would like to upgrade to the equipment from Cisco #1 option could they receive that equipment and if they would like to order additional equipment could they. The system will be purchasing the one route, one access point and one switch per library from Cisco #2 option and if a library would like to upgrade to equipment from Cisco #1 option the library would have to pay the difference in price from Cisco #2 option and full price for any additional equipment that they purchase. All the libraries will be contacted regarding what they will be needing. The libraries that are part of the grant program will be done first, because they must be completed by December 31, 2019. The other will be done early 2020. Robert stated that he would be available to present this network proposal to any library board to help explain the reason for this network proposal. Also, during the discussion, it was stated that the system agreement needed to be update regarding the IT services so going forward any IT project would move along faster.

- Amy Salminen – West Bend made a motion that the Cisco #2 option would be the equipment purchased for the network proposal, however if a library would like to upgrade the equipment to Cisco #1 option the library will pay the difference from Cisco #2 option and pay full price for any additional equipment purchased. Seconded by Leslie Jochman - Plymouth. Motion carried.

8. **Other Business –**

A. Resource Workgroup – None

B. Technology Workgroup – Leslie Jochman – Plymouth presented the Technology Workgroup report. The Technology Workgroup is looking into a people counter, a PA system for meetings and a maker space VR system. Regarding the Backup Server/File Server project, Monarch Library System will be part of the statewide backup server project.

9. **New Business -**

A. Update on WPLC – Jennifer Chamberlain – System Interim Director

Jennifer explained the WPLC buying pool will be increasing 5%. However, Monarch will be higher than the 5% increase due to the larger volume increase from the previous year. Also, Jennifer asked the libraries to have the person/persons contact her if they are on the steering committee representing Monarch or if they are a selector for Monarch Library System.

B. Library update – Jennifer Chamberlain – System Interim Director asked that the libraries to contact the IT Department with any staff changes. This information will help the IT department update the e-mail addresses and any committees/groups list.

10. Next All Directors Council Meeting: July 11, 2019 at 9:30am at the West Bend Community Memorial Library.

11. Adjourn – Linda Pierschalla - Cedarburg made a motion to adjourn the meeting. Seconded by Amy Salminen – West Bend. Motion carried meeting adjourned at 11:40am