

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

February 14, 2019

Called to Order 9:37AM

Adjourned 10:55AM

**Present:** Erin Anders – Fox Lake, Annie Bahringer – Hustisford, Alixe Bielot – Mayville, Mary Alice Bodden – Theresa, Elizabeth Daniels – Iron Ridge, Jennifer Einwalter – Hartford, Garrett Erickson – Sheboygan, Jen Gerber – Saukville, John Hanson – Grafton, Alex Harvancik – Horicon, Leslie Jochman – Plymouth, Amanda Kloppman – Mequon, Darci Kraus – West Bend, Lori Kreis – Kewaskum, Nicole Lynaugh – Cedar Grove, Kristen Mielke – Brownsville, Rachel Muchin Young – Mequon, Patty Peters – Slinger, Linda Pierschalla – Cedarburg, Jackie Rammer – Random Lake, Amy Salminen – West Bend, Trisha Smith – Germantown and Jannette Thrane – Juneau

**Present Online:** Erin Coppersmith – Kohler, Bret Jaeger – Waupun, Kay Kromm – Reeseville, Dawn Murphy – Lowell, Ann Penke – Lakeland, Mark Rozmarynowski – Sheboygan Falls, Camrin Sullivan – Lomira and Trixine Tahtinen - Oostburg

**Absent:** Tom Carson – Port Washington, Betty McCartney – Elkhart Lake and Sue Mevis – Beaver Dam

**Also, Present:** Collin Berke – System Staff, Carl Demmin – System Staff, Tom Doane – Board Representative, Heather Fischer – System Staff, Alison Hoffman – System Staff, Lynn Huether- System Staff and Robert Nitsch – System Staff

1. **Call the meeting to order:** Tom Doane – Monarch Board Representative call the meeting to order at 9:37am
2. **Public Comment and Correspondence:** Kristen Mielke was introduced as the new director of the Brownsville Public Library.
3. **Approval of the agenda:**
  - John Hanson - Grafton – West Bend made a motion to approve the agenda for February 14, 2019. Seconded by Jackie Rammer – Random Lake. Motion carried.
4. **Approval of the minutes from December 13, 2018:**
  - Linda Pierschalla – Cedarburg made a motion to approve the amended minutes for December 13, 2018. Seconded by Amy Salminen – West Bend. Motion carried.
5. **Monarch System Reports:**
  - A. **Director's Report** – Tom Doane – Monarch Board Representative informed the directors the Amy Birtell – System Director had a setback and her doctor has not given a return to work date. The Monarch Board of Trustee will be meeting tonight to create a plan of action regarding the time frame that system director is out.
  - B. **Other reports as needed** – Heather Fischer – System Staff announced the dates for the two system events. 2019 Family Fun at Horicon Marsh will be on June 29, 2019 and 2019 Family Frontier Day at Pioneer Village will be on

September 28, 2019. Also, the Monarch Apparel and Gear order form will be going out next week, watch for a doodle poll for dates and location on the traveling die cut workshops. Alison Hoffman – System Staff gave an updated on how the 2018 Annual Reporting is going. Robert Nitsch – System Staff introduced Collin Berke the new IT Specialist. Moreover, the meeting to pick the remaining RB Digital e-magazine and audio content has been reschedule due to the bad weather. An e-mail will be sent out regarding the reschedule date. Robert Nitsch – System Staff will be working on the CE Credits updates and the contacting the vendors for the language databases. Collin Berke and Carl Demmin are working on Security Web by locations.

## 6. Committee Reports:

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

- i. **Recommendation** - That the libraries who still have the driver's license on their patrons' records will need to have them cleared out by April 1, 2019. Alison Hoffman – System Staff stated that she can create a list to help the libraries with this information.
  - Rachel Muchin Young – Mequon made a motion that the remaining driver's license information be removed from the patron record by April 1, 2019 and to contact Alison Hoffman if you need help. Seconded by Jen Gerber – Saukville.

ii. **Representative from Washington County.** The current Washington County representative must step down from the Circulation Committee. Please contact Amanda Kloppman – Mequon or Lynn Huether – System staff if you are some from your staff is interested on being a member of the Circulation Committee.

iii. **Bed Bug Policies** – The Circulation Committee created a patron friendly document regarding the Bed Bug Prevention and Response Policy. Also, a step by step policy for the libraries to use if they would find a bed bug. This document was created by Jackie Rammer – Random Lake, Diane Kallas – Sheboygan and Amanda Kloppman – Mequon.

**B. ILS Committee Report** – Alex Harvancik - Horicon presented the ILS Committee report.

**i. Review Current Holds Routing Sequence Formula** - The ILS Committee provided a routing list by ratio average system-wide report. The average is based on information from September 2018 through January 2019. Per the discussion the committee is looking for feedback from the libraries on the data and what direction the ILS Committee should proceed with this data. A few suggestions were should the routing be based on collection size, based on delivery routes and library size they by ratio.

- Jackie Rammer – Random Lake made a motion to table the discussion of routing sequence, but ILS Committee to continue collecting data. If any libraries experience issues, they are to

direct them to the ILS Committee who will then discuss and bring back to directors' council if needed. Seconded by Amy Salminen – West Bend. Motion carried.

**ii. Polaris 6.2 Update** - The next Polaris update is 6.2 which has the feature Alt Patron ID Field. The ILS Committee and Circulation Committee will investigate how that field could be used by the libraries. Moreover, the committee will be looking into what the cost is to have the update done after library hours or during library hours and they asked Alison Hoffman – System Staff to check on the date of the 6.2 update.

**C. Governance Committee Report:** Amy Salminen – West Bend presented the Governance Committee report. The Committee did not meet and have nothing to report.

**7. Old Business**

No old business to report

**8. New Business –**

**A. Continuing Education-**

- i. SEWI 2019 Program from Laurie Freund – Lynn Huether – System Staff stated that the SEWI 2019 report has a listing of programs and dates at will be available to the libraries.
- ii. Education Technology Training Grant – Lynn Huether – System Staff that the system is working with the instructor on dates that they will be available to run the Winter Session. Robert Nitsch – System Staff will be sending out a doodle poll on the dates and then schedule the Winter Session based on the date that the most libraries can attend.

**9. Other Business –**

**A. Resource Workgroup** – Rachel Muchin Young – Mequon presented the Resource Workgroup report. In the beginning of February 2019, the workgroup had a meeting to discuss the items for steam kits. The plan is to have documentation and schedule training be made available for each steam kit. Gale Courses is available to the patrons and the RB Digital E-magazine and Audio is available. However, there is still more content to be picked out for RB Digital E-Magazines and Audio. Also, the directors asked Rachel Muchin Young – Mequon to research Reference USA and A to Z Databases and which one has the better cost saving for the libraries.

**B. Technology Workgroup** – Leslie Jochman – Plymouth presented the Technology Workgroup report. The workgroup recommends that the creation of an email list for the staffs who work on website. This list will be used to communicate different updates/best practices for websites. Send Robert Nitsch – System Staff name and email address of the staff person that manages your website.

Also, the workgroup recommends that libraries interested in upgrading WIFI equipment purchase Fortinet routers, Fortinet switches and Aerohive access points. To make things easier for system staff to set up, update and secure our WIFI systems these are the recommended pieces of equipment. The workgroup decided upon Aero give access points because they come a free reporting module for

statistics, and they are inexpensive. If your library is considering filtering, especially for erate funds, the Fortinet system allows very limited filtering. Current discussing EBSCO Novelist, Backup System, Sprint and Charter issue, SharePoint Ticketing system and IT documents and Wireless printing.

**C. Library Legislative Day** – Linda Pierschalla – Cedarburg gave an update on the Library Legislative Day which was held on February 12, 2019. The attendance was down due to the snow storm, but the day was very informative. On the back counter you will find Thank You cards/envelopes, for you to use when writing your representative thanking them for all the work/help they are doing for the libraries.

**10. Next All Directors Council Meeting:** March 14, 2019 at 9:30am at the West Bend Community Memorial Library.

**11. Adjourn** – Amy Salminen – West Bend made a motion to adjourn the meeting. Seconded by Rachel Muchin Young - Mequon. Motion carried meeting adjourned at 10:55am