

**Minutes of the
Manitowoc-Calumet Library System
Board of Trustees Meeting
July 31, 2024
Lester Public Library**

The regular meeting of the Manitowoc-Calumet Library System Board was called to order at the Lester Public Library on Wednesday, July 31, 2024, at 5:30 p.m., by President of the Board, Natasha Khan.

Members Present: Deborah Brotcke, Ron Dietrich, Mary Hoerth, Natasha Khan, Chuck Krueger, Megan Marchant, Ray Mueller, Darcie Schwalenberg-Kesler, Sara Meier, Scott Tuma, Don Weiss, Don Zimmer

Members Absent: Kali Hentges, Jeremy Sehloff

Others Present: Jeff Dawson, Lydia Dill, Amy Eisenschink, Rebecca Scherer, William Sonntag, Kate Verhelst

Minutes: A motion was made by Mueller and seconded by Brotcke to accept the minutes of the May 29, 2024, MCLS Board meeting. Motion carried.

Member Library Directors' Reports: Reports were presented by Jeff Dawson and Lydia Dill. Scherer reported on behalf of Karin Adams, Rebbecca Barry, Julia Davis, and D Hankins.

Financial Business: A motion was made by Marchant and seconded by Krueger to approve the May and June 2024 financial reports. Motion carried.

A motion was made by Brotcke and seconded by Hoerth to approve the June and July 2024 payment of bills. Motion carried.

A motion was made by Weiss and seconded by Meier to approve the Reach Out and Read report through June 2024. Motion carried.

System Director's Report: A written report was included in the Board packets.

System IT/ILS Specialist's Report: A written report was included in the Board packets.

Office & Outreach Coordinator's Report: A written report was included in the Board packets.

LARS Consultant's Report: A written report was included in the Board packets.

Unfinished Business: Scherer noted that the MCLS Personnel Policies and Procedures had not been addressed as intended during the previous board meeting, and that it will be on the agenda for the September meeting.

New Business:

The Finance Committee Meeting was set to meet on Monday, August 19, 2024 at 5:00 p.m., consisting of Mueller, Sehloff, and Tuma.

The Personnel Committee Meeting was set to meet on Monday, August 19, 2024 at 5:30 p.m., consisting of Marchant, Meier and Mueller, with Khan as a backup if necessary.

Mueller mentioned disappointment in the prior year's trustee participation level in completing the Director Evaluation Form and asked for suggestions for changes. Marchant suggested offering the evaluation in a Google Form format as well as hardcopy. It was also discussed to reassess the need for a yearly Director Evaluation, as there is nothing set about this procedure in the MCLS Personnel Policies and Procedures.

A motion was made by Mueller and seconded by Marchant to approve the Resolution to Participate in the Local Government Investment Pool (LGIP). Motion carried.

A motion was made by Dietrich and seconded by Krueger to approve the 3-year discounted subscription to Faronics Anti-Virus and PC protection. Motion carried.

Trustee Education – Trustee Tale new release: Scherer discussed the new release of Trustee Tale, a publication put together by the NEWI Consortium to provide short articles to inform and update library board trustees.

Confirm date and set place for next meeting: The next MCLS Board meeting will be held on Wednesday, September 25, 2024, at 5:30 p.m., at the Chilton Public Library.

Adjourn: A motion to adjourn was made at 6:19 p.m. by Mueller and seconded by Meier. Motion carried.

Respectfully submitted,

Kate Verhelst