

## EASTERN SHORES LIBRARY SYSTEM MERGER COMMITTEE MINUTES

Cedar Grove Public Library  
131 Van Alton, Cedar Grove, WI 53013

**March 7, 2016**

**Called to Order: 1:05 p.m.**

**Adjourn: 2:20 p.m.**

**PRESENT:** Amy Birtell, ESLS; Garrett Erickson, Mead Public Library, Bill Goehring, ESLS; John Hanson, U.S.S. Liberty Memorial; Jim Hughes, ESLS; Robert Nitsch, ESLS ; Martha Rosche, Plymouth Public Library; Steve Ruggieri, ESLS; Sherry Speth, ESLS; Nancy Szatkowski, ESLS

**VIRTUAL:** Linda Bendix and Camrin Freimut, Frank L. Weyenberg, Alison Ross and Paula Siefert, ESLS

**GUESTS:** Nicole Lynaugh, Cedar Grove Library; Henry Nelson, ESLS;

1. Meeting called to order at 1:05 p.m. by Birtell. A quorum was present. Meeting posted according to Open Meeting Law.
2. Public Comment: None
3. Review of Joint Meeting Minutes from February 29,2016  
No questions or comments
4. Review of December 15, 2015 SLAC meeting minutes  
No questions or comments
5. Topics to be reviewed and discussed: These topics have already been discussed in the joint meeting - our discussion, questions, and feedback will go back to the joint merger committee.

### **a. Delivery**

Statement 6: Delivery is a basic service and is included in the amount each library pays in the formulas in Statement 1. Each library receives five day delivery regardless of size and location.

After an initial period, we would be open to discussion options.

Discussion re:

#### 1) Exchange Point

a) Delivery system logistics for quick turnaround will be set up by Bruce Smith, who has experience designing delivery systems (South Central).

#### b) Exchange point for trucks from both system

- midpoint? system headquarters?
- where to house delivery trucks - separate garage or System HQ?
- should be heated garage to protect materials
- exchange point should be located near delivery truck garage
- labor costs of sorting/exchanging methods should be considered

#### 2) Impact on Patrons

- are expectations too high?
- there will be delays, especially initially. Need to educate patrons that larger system may not allow for 24 hour turnaround

#### 3) Funding

- both systems fund 60% of costs/ libraries 40%
- suggested to have systems cover 100% of delivery costs - will need to examine budget after merger

#### 3) Service Evolution

- 6 day delivery nice, but libraries do not have staff.
- limited hours on Saturdays for some libraries

**Motion** made by Hughes, seconded by Erickson to approve the terms, standards and items of agreement with respect to delivery as written in the notes of and agreed upon in the December 15, 2015, Joint Meeting. Motion carried by unanimous voice vote.

**b. System Headquarters**

Discussion re:

1) Costs of ESLS HQ lease: \$49,500 year

\$4,125/mo for 2016-2017; \$4,500/mo for 2018-2022

Bookmobile pays \$1,402.50/mo excluding utilities, and other business costs.

2) Cost to break 6-yr lease: at least \$162,000 plus forfeiture of all shelving, compactable stacks, and any other items that were built in or added specifically for ESLS

3) MWFLS building in Horicon

- do we know if MWFLS wants to sell the building to cover their costs of the merger?

- serve as HQ?

-build an addition to serve as garage for delivery trucks or bookmobile (bookmobile - needs to stay in Ozaukee/Sheboygan Counties Washington & Dodge have no need for a bookmobile)

4) Location of HQ

-need to think strategically - neither Sheboygan nor Horicon is ideal, now, or if we do another merger

- breaking the ESLS lease is prohibitively expensive - there is no money to pay off the lease

- keep HQ in Sheboygan - and start looking at options in 5 years

- Board meeting could be held at member libraries instead of a fixed HQ

-would member libraries have space to lease? Not a good working situation to have system headquarters located in a member library

-would staff leave if HQ moved? Staff willing to travel to member libraries from Sheboygan

-Go virtual - get rid of office. WILS has virtual office - staff work from home - would only need housing for bookmobile and delivery trucks

-Location of server in virtual office? 3rd party host in the cloud (South Central & Wisc. Valley do this) Costs?

**Motion** made by Rosche, seconded by Goehring that, after discussion, 1) there is not enough information to make a recommendation on System headquarters, and 2) we do not have enough money to pay upfront the lease-breaking penalty at this time. Motion carried by voice vote. Bendix opposed.

**c. ILS**

Statement 3: ESLS libraries pay each year into an account for a new generation ILS. At this time, ESLS is not pursuing a new ILS, especially in light of the proposed short time frame to merge systems. Innovative owns Polaris and is working to advance the ILS.

Discussion re:

1) MWFLS is willing to move to Polaris. A few of their libraries want to get out of the Sirsi/Dynix. Beaver Dam may want to join us if we stay with Polaris. Why should ESLS consider a new ILS when MWFLS is willing to make the change?

2) We have 6 year experience and value invested in Polaris, particularly Alison's expertise. Why would we want to throw that away?

3) The smaller libraries in ESLS have no interest in changing ILS at this point.

- 4) There is too much to accomplish with a merger - why create additional problems with a new ILS?
- 5) Keep both systems, then make a decision. Would be difficult to run a merged library system with 2 different ILS systems that do not interface, which takes away benefits of a merger.
- 6) Revisit in 5 years

**Motion** made by Hughes, seconded by Erickson that ESLS is not interested in pursuing a new ILS. We will stay with Polaris. Motion carried by unanimous voice vote.

6. Next Meeting Date: Wednesday, March 23, 2016, at 10:00 am at Niederkorn Library, Port Washington

7. General discussion re: Governance, which will be discussed at the next joint meeting and our meeting on the 23rd:
- weighted votes.
  - separate subcommittee for bookmobile
  - does MWFLS have agreements with any entities that are similar to ESLS agreements with Lakeland and Kohler?

**Motion** made by Ruggieri, seconded by Speth to adjourn the meeting. Motion carried by voice vote.

The meeting was adjourned at 2:28 p.m.

Submitted by Szatkowski