

EASTERN SHORES LIBRARY SYSTEM BOARD OF TRUSTEES MINUTES

Mead Public Library

April 25, 2016

Called to Order: 4:33 P.M.

Adjourn: 6:40 P.M.

PRESENT: Jim Hughes, presiding; Tom Bigler, Jane Dederling, Tom Doane, Don Dohrwardt, Matt Fuller, Bill Goehring, Henry Nelson, Steve Ruggieri, Sherry Speth, Wendy Schobert, and Nancy Szatkowski. One vacancy.

ABSENT: Karen Dredge and Eilene Hilke

ALSO PRESENT: Amy Birtell, Director; Mark Rozmarynowski, PLAC Rep; Bryan Grunewald, Auditor from Schenck, SC; Robert Nitsch, Alison Ross, April Fleishmann, and Paula Siefert.

1. **Call to Order:** At 4:33 p.m. a quorum was present. Hughes called the meeting to order. The meeting was posted according to the open meeting law.

2. **Approval of Minutes:** Goehring moved to approve the February 29, 2016 Minutes. Seconded by Szatkowski, motion carried by voice vote.

3. **Public Comment and Correspondence:** Birtell announced that she received a letter from Tony Evers, State Superintendent, that the 2016 \$11,100 Wide Area Network LSTA grant was approved. Trustees received an article from The News Graphic, Thursday, April 21, 2016 entitled "A New Chapter for Ozaukee Libraries?"

4. **Budget Committee:**

Audit Presentation: Bryan Grunewald, Auditor from Schenck, SC presented the 2015 audit. Ruggieri moved to accept the Eastern Shores Library System Annual Financial Report and Management Communications, December 31, 2015 as submitted by Bryan Grunewald. Seconded by Fuller, motion carried by voice vote.

2016 Budget Adjustments: The 2015 Audit Unassigned Fund Balance of \$41,534 was discussed. \$24,399 was county bookmobile funds. \$556 to library materials; \$500 to the Sick Leave Reserve Account; and \$23,343 to the Bookmobile Replacement Reserve Account. The remaining \$17,135 was State Aid. \$500 to the Sick Leave Reserve Account and \$16,635 to the Contingency Reserve Account. Goehring moved to approve the 2016 Budget Adjustments as presented. Nelson seconded, motion carried by voice vote.

5. **Approval of Expenditures and Financial Reports:** Schobert reviewed the expenditures. Nelson moved to approve the expenditures of March 10, 17, 30, April 14 and 24, 2016. Szatkowski seconded, motion carried by voice vote. Budget vs Actual January through April 27, 2016 was reviewed and filed.

6. **Contracts Committee:** Contracts Committee met and reviewed the MOU for the Oscar Grady Public Library. There were language changes in the MOU. This item will be placed on the June 27 board agenda for discussion.

7. **Human Resources Committee:** Committee Chair, Nelson, reported on the March 16, 2016 meeting. The Committee approved the job description for the Office Manager & Finance Coordinator and for the Outreach Bookmobile/Youth and Special Needs Librarian.

8. **PLAC Representative Report:** Mark Rozmarynowski, Director of the Sheboygan Falls Memorial Library is the new PLAC Representative. Rozmarynowski reviewed the April 19 SLAC meeting.

9. **Eastern Shores and Mid-Wisconsin Merger Presentation:** Birtell presented a PowerPoint "Merger Negotiations" highlighting topics discussed in the meetings. Discussion on when it will be introduced to the Sheboygan County Board of Supervisors and Ozaukee County Board of Supervisors.

10. **Director's Report:**

a) **Library System Effectiveness Statements:** Trustees received copies of the documents from the Annual Reports. The ALA Code of Ethics #V treating others with respect was discussed. Board President Hughes will respond to statements on the reports as deemed necessary.

b) **Library Board Visits:** Birtell reviewed the board meetings she currently attended.

11. **Staff Reports:**

Database Management Librarian, Ross, presented a written report but spoke specifically about the Authority Control Outsourcing project. She also commended the Circulation Committee for doing a great job.

IT Specialist, Nitsch, presented a written report including libraries he worked at and items worked on.

Youth and Special Services, Siefert, presented an oral report on youth services, delivery statistics, new ESLS board listing including new member Eilene Hilke. She noted of the 14 board members, seven are from participating member libraries and one Supervisor from each county.

Bookmobile Librarian, Potter, presented a written report. The report included the website to view the NPR 3 minute piece on the Bookmobile, *Spotting Wisconsin, Wisconsin Life*. Sue Potter has handed in her letter of resignation effective, September 2, 2016.

12. **Next board meeting:** Monday, June 27 at the Eastern Shores Office.

13. **Adjourn:** At 6:40 p.m. Szatkowski moved to adjourn. Nelson seconded, motion carried by voice vote.