

EASTERN SHORES LIBRARY SYSTEM BOARD OF TRUSTEES MINUTES

Eastern Shore Library System Offices

June 27, 2016

Called to Order: 4:35 PM

Adjourn: 6:45 PM

PRESENT: Eileen Hilke, Steve Ruggieri, Sherry Speth, Don Dohrwordt, Bill Goehring, Henry Nelson, Matt Fuller, Tom Bigler, Wendy Schobert, Nancy Szatkowski, Jane Dederling, Tom Doane.

ABSENT: Jim Hughes and Karen Dredge

ALSO PRESENT: Trix Tahtine, Oostburg Public Library; Ann Penke, Lakeland College; Jackie Rammer, Lakeview Community Library; Martha Rosche, Plymouth Public Library; Sue Potter, ESLS Bookmobile; Tom Carson, Niederkorn Library; Jen Gerber, Oscar Grady Public Library

1. Call to Order: At 4:35 PM a quorum was present. Szatkowski called the meeting to order. The meeting was posted according to the open meeting law.
2. Approval of Minutes: Goehring moved to approve the April 25, 2016 meeting minutes. Seconded by Speth. Motion carried by voice vote.
3. Public Comment & Correspondence:
 - a. Introduction of members and areas represented and guests
 - b. Martha Rosche, Plymouth PL – discussed letter ad joint merger recommendation request. The speed of the merger discussions and implementation timeline is too quick. She felt it is a disservice to ourselves and our communities.
 - c. Jackie Rammer, Lakeview PL – spoke on behalf of herself, not the library and felt the speed is appropriate. She is satisfied with the amount of correspondence which has taken place and feels Eastern Shores has the best interests of the libraries at heart.
 - d. Jackie Rammer continued to speak on behalf of the Library and also supports the system direction.
 - e. Nancy Szatkowski – The report from DPI approved \$144,636 to carry out the system plan funding. June 30, 2016 is the deadline for any to the plan.
4. Approval of Expenditures & Financial Report:
 - a. Schobert reviewed the expenditures. Szatkowski asked to define the additional maintenance costs incurred for the old bookmobile. Schobert explained the work was done due to the brakes requiring repair. A question was asked re: the need to continue use of the postage meter and had ESLS look into stamps.com in lieu or renewing the Pitney Bowes lease. Amy B. will look into the terms of the PB lease and report back.
 - b. Henry Nelson moved to approve the Expenditures & Financial Report . Seconded by Don Dohrwardt, motion carried by voice vote.
5. Human Resources Committee:
 - a. Nelson reported that Mead, ESL office and other area libraries have had issues with people threatening staff. Dohrwardt suggested a policy adjustment be implemented to allow the entry door for ESL office to be locked and activated by a doorbell when locked.

- b. HR meeting scheduled for review of the ESL Director on July 13 is being rescheduled for July 14, 2016 at 4:30 PM at the ESL offices. Additional topics for this meeting include a position title change and a request has been made for an employee to have flexibility to work from home.
 - c. Tom Doane will look into security issues: active shooter, unhappy patrons, etc for a broader discussion of security issues to be held at a later date.
6. PLAC Committee Report: Rozmarynowski reported
- a. Mary 17, 2016 meeting discussed equality of holds
 - b. June 21, 2016 SLAC and PAC meeting was held in Cedar Grove discussed concern over patron blocks due to Bookmobile which will be resolved through technology changes. In demand collections with local holds will go live Sept 1.
 - c. Discussed sharing of book discussion kits and Ecommerce options for credit card payment available without retaining credit card records.
 - i. Also discussed merger plan. Currently collecting info regarding the unique items in each collection and items which overlap of the combined collection
 - d. Opportunities of the merger: More staff support across the system and share wide shared resources; Moved data base to the Cloud
 - e. Possible challenges of the merger: Unknown impact on delivery time to patrons; additional workload due to process materials at smaller branches; funding unknowns; state could decide to align or break up systems and no one is sure how this might develop over time
7. The Trust Fund Report will be revised and voted on in July, 2016.
8. Presentation by Amy Birtell: Eastern Shores and MidWisconsin System Merger Dodge, Ozaukee, Sheboygan, and Washington Counties
- a. Joint Merger Committee and the Internal Merger Committee have met every two weeks from Feb 29, 2016 through June 13. All meetings have been open to the public and electronically accessed. The merger is an effort to find economy and buying power by increasing volume, efficiencies and improved service. The merger would result in a combined catalog of 1.1 million items and a \$98,000 savings in shared services.
 - b. System Headquarters will remain in Sheboygan due to 6 years which remain on existing lease. Relocation of the HQ to a more central location may be considered as lease term ends.
 - c. An Implementation Board will be created to decide how decisions will be made during transition. It is likely the Implementation Board will become the new Library Board for the merged system.
 - d. Anticipated Merger Timeline:
 - i. ES Library System will vote on the merger on June 27
 - ii. Mid Wisconsin Library System will vote June 28
 - iii. New bylaws and a new handbook will be created by July 1
 - iv. The plan will be submitted to county supervisors July – Sept.
 - v. Plan will be submitted to DPI Oct 15
 - vi. A new system will take effect January 2017.
 - e. Ruggieri moved to proceed with the merger and accept the merger outline presented. Dohrwardt seconded, the motion carried by voice vote.
 - f. Szatkowski read a note from ESLB president Jim Hughes in his absence expressing his support of the merger.
 - g. Implementation Board members consist of the following:
 - i. Representative from the Resource Library (Mead): Henry Nelson
 - ii. Sheboygan County Representative: Bill Goehring

- iii. Sheboygan County Member-at-Large: Wendy Schobert or Jane Dederling
- iv. Board Member – Sheboygan County: Jim Hughes
- v. Ozaukee County Member–at–Large: Nancy Szatkowski
- vi. Library Board (Cedarburg):Karen Dredge
- vii. Ozaukee County Representative: Don Dohrwardt

The date for the final vote on the Board listed above will be determined. Tom Bigler motioned to approve the formation of the Implementation Committee, Seconded by Ruggieri, motion carried by voice vote.

- 9. Director Report: State wide Library Standards are being revisited. Standards address policies and procedures.

10. Staff Reports:

Database Management: Ross discussed the digitization process in progress. Mead is contributing much content to this effort.

IT Specialist: Nitsch, reported on recap of hours used, issues resolved and outstanding issues.

Bookmobile: Sue Potter reported that the new vehicle is ordered and due for delivery the end of September.

- 11. Next Board Meeting: July 25, 2016 at the Eastern Shores Office.

- 12. Adjourn: At 6:45 PM Ruggieri moved to adjourn. Bigler seconded, motion carried by voice vote.