

**EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN FEDERATED  
LIBRARY SYSTEM  
IMPLEMENTATION COMMITTEE MINUTES**

Frank L. Weyenberg Library of Mequon - Thiensville

**August 23, 2016**

**Called to Order: 6:08 PM**

**Adjourn: 6:44 PM**

**PRESENT:**

Mark Hanson, presiding; Kristine Deiss, Don Dohrwardt, Geri Feucht, Bill Goehring, Jim Hughes, Mugs McFadden, Kathie Norman, Gene O'Brien, Doug Rakowski, Wendy Schobert, Ruth Spielmann and Nancy Szatkowski

**ABSENT:**

Jeff Caine and Karen Dredge.

**ALSO PRESENT:**

Amy Birtell, Director; Mike Gelhausen, Interim System Director, Candy Graulich, Robert Nitsch, Alison Ross and Lynn Huether

1. **Call to Order:** At 6.08 pm. a quorum was present. Mark Hanson called the meeting to order. The meeting was posted according to the open meeting law.

2. **Public Comment and Correspondence:** Candy Graulich, the director of Hustisford Community Library commented that she has concerns about what type of communication the directors and libraries are receiving on the merger.

3. **Approval of the Agenda:** Nancy Szatkowski moved to approve the August 23, 2016 Agenda. Seconded by Mugs McFadden, motion carried by voice vote.

4. **Approval of Minutes:** Bill Goehring moved to approve the August 9, 2016 Minutes. Seconded by Nancy Szatkowski, motion carried by voice vote.

**5. Update on Merger Process:**

**Director:** Amy Birtell has been in contact with Corey Baumann, regarding the South Central Delivery and they may buy the overflow of bins that MWFLS has. She has been working with Michael Bauer-Attorney on what type of forms and information he will need from both systems for the merger. Also, Bryan Grunewald- Accountant from Schenck will be working with the Michael Bauer, so that the finance side is in compliance. Schenck will be working on combining the two system finances into one. Don Litner from OCLC will be combining accounts and symbols, Bruce Smith from WiLS sent delivery routes, Terrie Howe – DPI, the LSTA grant will be about \$25,000.00 for the two systems and Amy Becker from West Bend Community Library about renting a space.

We had an all staff meeting on August 17, 2016 in Horicon. A representative from the Building and Grounds committee was at the meeting. We evaluated what items would be need for the new system. After the board approval, we will start moving items.

Working on a governance model for library committee structures in the new system. Gene O'Brien asked how many director meetings are planned. A meeting per month in 2016 and in the new year will be based on the governance. Don Dohrwardt, stated that we need to look seriously at the governance structure, because it would help with the communication and engaging the libraries more.

Amy Birtell will be attending the COLAND meeting in Cedarburg on September 9, 2016. She was asked to discuss the merger with the group.

**ILS Implementation:** Alison Ross provided a Sirsi to Polaris migration schedule, dated covering September through December. Kristine Deiss asked in the future, that only the changes or completion be highlighted from this schedule. Alison Ross stated she could do that. Also, ESLS libraries staff will help with the training, by have the MWFLS libraries staff come to shadow.

**Technology:** Robert Nitsch provided that they are working on work station Id and User Account Id to help with the training. Badger Link and WisNet will be ready by September 23, 2016. Also, working on getting more information on both websites.

**Delivery:** Lynn Huether is working with Bob Fish Buick GMC on the 20' box truck. The storage unit in West Bend has two available unit, but the owner will not hold the unit until November for us. If we would like one of the available units we would have to pay September and October rent. Doug Radkowski, has contacts in West Bend and will see if someone has available unit. Need to review the routes from Bruce Smith.

**Public Information:** Heather Fischer is working on the New System Name and Logo timeline with having the official reveal at the WLA in November. Getting the design wraps for the bookmobile and delivery trucks. Figuring out the space needs for Public information supplies and equipment and the dismantling of cubicles. Develop a "Plan of Service" policy for request and projects. Create an online database for the die cuts and equipment and an online database for designs and project examples.

## **6. Committee Reports:**

**Administrative Committee:** Mark Hanson stated the packet received at the last meeting are in google docs and that they will have more information ready for the next meeting.

**Human Resources:** Mugs McFadden stated the committee met at 4:00 pm to go over the information. Amy Birtell gave the committee additional information on the insurance coverage and cost for 2016. Per Mugs the committee have covered about a third of the information. They are planning on meeting again two hours before the next meeting.

**Finance:** Wendy Schobert stated the committee met at 5:30pm to go over some of the information. Amy Birtell gave them an updated budget spreadsheet and she answered question on the big ticket items that the committee had.

**7. All Directors Meeting:** An all director meeting was held at West Bend Community Library on August 10, 2016 and John Debacher from DPI came to the meeting. The next meeting will be at West Bend Community Library on September 22, 2016 at 9:30am to 11:30am

**8. Next committee meeting:** Tuesday, September 13, 2016 at 6:00pm at the Cedarburg Public Library and the Thursday September 29, 2016 at 6:00 pm. Amy Birtell will check which library is available.

**7. Adjourn:** At 6:44 pm. Nancy Szatkowski moved to adjourn. Doug Rakowski seconded, motion carried by voice vote.