

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

Cedarburg Public Library

September 13, 2016

Called to Order: 6:04 P.M.

Adjourn: 7:20 P.M.

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

ABSENT: Jeff Caine, Karen Dredge, Kathie Norman and Nancy Szatkowski.

ALSO PRESENT: Amy Birtell, Director; Mike Gelhausen, Interim Systems Director; Mitch Maersch, Ozaukee Press; Tom Doane, Alison Ross and Lynn Huether.

1. **Call to Order:** At 6:04 p.m. 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:** No public comment or correspondence.

3. **Approval of the Agenda:** Mugs McFadden moved to approve the September 13, 2016 Agenda. Seconded by Doug Rakowski, motion carried by voice vote.

4. **Approval of the Minutes:** Bill Goehring moved to approve the August 23, 2016 Minutes. Seconded by Jim Hughes, motion carried by voice vote.

5. **Update on Merger Process:**

Director: Amy Birtell met with Michael Bauer-Attorney to discuss the documentation and what other information that he will be needing. On September 7th, we had an all system staff meeting to go over the progress of the merger. Attended the MWFLS director meeting on September 8th. She and Mike Gelhausen attended the COLAND Conference in Cedarburg on September 9th, and she presented to the conference an update on the merger. On September 10th and 11th, she with the help of Robert Nitsch, Heather Fischer and family members started to move equipment and furniture to ESLS

A flow chart for the new board system was presented, along with a brief description of what each committee would be responsible for. The asterisk committee will begin in January 2017. The sub-committees can concise of staff members and directors. However, the new system staff will be attending the sub-committee meetings as consultant. Also, a communication and transparency sheet was presented showing us type of ways to improve as a group and if changes are needed it will be done before it goes to the directors on September 22nd at the meeting.

Amy Birtell asked the committee if Mike Gelhausen could stay on until the end of the first quarter, to help clean up any remaining items for Mid-Wisconsin Federated Library System. The committee stated that they do not have a problem with that.

ILS Implementation: Alison Ross provided updates on the schedule covering September through December. On September 15th and 16th the MWFLS staff will be filing in spreadsheets for the profiles in Polaris. A Polaris project manager and ESLS staff will help the libraries fill with the spreadsheets. On October 17th to 21st the data mapping will be tested and

Alex Harvancik from Horicon Public Library volunteered to assist. Cataloging and serials training will begin late October and go through November. Also, all training will be with the newest software. The final data load and software upgrade will take place December 8th to December 14th. It was decided that doing all the newest upgrades now would better serve the libraries and save them cost and downtime in the future.

Technology: Patrick Busch is working on a new website. Robert Nitsch was working on getting the computers ready for the training on September 15th and 16th. Robert Nitsch and Patrick Busch are working on two systems (TEACH and WiscNet) to communicate to each other.

Delivery: Lynn Huether provided a copy of a lease agreement for the storage unit which will be available on November 1st, 2016. This unit will be the hub site. Provided two routes that were based on Bruce Smith routes, with a few modifications. Also, information for purchasing a 20' Box Truck, a Contract Maintenance and a Full Service Lease for a 20' Box Truck.

Public Information: Heather Fischer is working on the new name and logo. The three names that you can vote for are Beacon, Compass and Monarch and the voting ends at noon on 14th of September. She has a committee of four, two from each system working on the logo.

6. Committee Reports:

Administrative Committee: Mark Hanson provided three agreements. A Resource Library Agreement Between the New System and Mead Public Library, System Membership Agreement Between New Library System and the Library and Intersystem Agreement Between New Library System and Other Library System. They are working on the membership agreement for ILS and the By-Laws.

Human Resources Committee: Mugs McFadden stated that they are near the end and will have information to share soon. They asked Amy Birtell and Lynn Huether to check into a few items.

Finance Committee: Wendy Schobert stated the committee will meet before the next meeting to go over the lease agreement and the truck. Asked if they could get insurance and security for the hub site. Also, what the buyout is on the lease truck.

7. **All Directors Meeting:** The next meeting is on September 22, 2016 at West Bend Community Memorial Library from 9:30 a.m. to 11:30 a.m.

8. **Next Committee Meeting:** Thursday, September 29, 2016 at 6:00 p.m. at the Germantown Community Library. The Human Resource Committee will be meeting at 4:00 p.m. and the Finance Committee will be meeting at 5:00 p.m.

On Thursday, October 6, 2016 the meeting will be held at West Bend Community Memorial Library and on Thursday, October 13, 2016 the meeting will be held at Eastern Shores Library System in Sheboygan. The next three meetings are every week because of a deadline of October 14th.

9. **Motion to Adjourn:** At 7:20 p.m. Mugs McFadden moved to adjourn. Ruth Spielmann seconded, motion carried by voice vote.