

**EASTERN SHORES LIBRARY SYSTEM AND MID-WISCONSIN LIBRARY SYSTEM
ALL DIRECTORS MEETING MINUTES**

West Bend Community Memorial Library

September 22, 2016

Called to Order: 9:30 A.M.

Adjourn: 11:10 A.M.

PRESENT:

Amy Becker – West Bend, Linda Bendix – Mequon, Alixe Bielot – Mayville, Mary Alice Bodden – Theresa, Tom Carson – Port Washington, Erin Coppersmith – Kohler, Elizabeth Daniels – Iron Ridge, Jennifer Einwalter – Hartford, Jen Gerber – Saukville, Emily Goad – Kewaskum, Candy Graulich – Hustisford, John Hanson – Grafton, Alex Harvancik – Horicon, Bret Jaeger – Waupun, Amanda Kensingaard – Lowell, Sue Kinyon – Brownsville, Kay Kromm – Reeseville, Betty McCartney – Elkhart Lake, Sue Mevis – Beaver Dam, Ann Penke – Lakeland University, Linda Pierschalla – Cedarburg, Sarah Rabideau – Lomira, Martha Rosche – Plymouth, Mark Rozmarynowski – Sheboygan Falls, Connie Schuett – Juneau, Trisha Smith – Germantown, Trixine Tahtinen – Oostburg and Vanessa Taylir – Slinger.

ABSENT:

Garrett Erickson – Sheboygan, Nicole Lynaugh – Cedar Grove, Jacqueline Rammer – Random Lake and Paula Torgeson – Fox Lake.

ALSO PRESENT:

Amy Birtell – ESLS Director, Mike Gelhausen – MWFLS Interim Director, Diane Kallas – Sheboygan, Sara Hildebrand – Germantown, Doug Rakowski – MWFLS Board Member, Patrick Busch – MWFLS, Heather Fischer – MWFLS, Jamie McFarlane – ESLS, Robert Nitsch – ESLS, Alison Ross – ESLS and Lynn Huether – ESLS.

1. **Call to Order:** At 9:30 a.m. a quorum was present. Amy Birtell called the meeting to order. The meeting was posted according to the open meeting law.

2. **Approval of Minutes:** Candy Graulich moved to approve the August 10, 2016 Minutes. Seconded by Elizabeth Daniels, motion carried by voice vote.

3. **Meet and Greet:** Everyone presented introduced themselves and told us a little fact about their library and themselves.

4. **Implementation Committee:**

Governance Structure: Amy Birtell presented the New System Governance flow chart. She stated that it's a starting place and it will evolve over time. The format was based on various other systems and county supervisor boards. We will need the following Councils or Committees/Sub-committee to start January 1, 2017. The Councils, Committee/Sub-committee are the All Directors Council, Executive Committee, ILS Committee, Library Advisory Council and the Circulation Subcommittee. A nomination form was handed out to the directors and a brief explanation was given on each council, committee and sub-committee. Based on the nomination form information received, the system staff will contact the director who have been nominated to verify if they would be willing to serve on the committee/council. All nomination forms are due on or before October 7th. A voting ballot will go out on October 11th and voting will end at noon on October 19th, with the results being announced at the October meeting. Just a reminder, a director can only be on one council or committee; this will give the New System

Governance a wide range of information. Please nominate the director that you believe will be an asset to the council or committee. The Circulation Subcommittee can have directors and library staff. A motion was made, seconded and approved that the directors may nominate other directors from different certification levels. A listing of all libraries and certification will be sent out.

5. **System Plan, 2017:** The report is an overview of what the budget for 2017 looks like.

6. **Implementation:**

a. Public Information: Heather Fischer thanked everyone for voting and the person who submitted the winning name was Sara Hildebrand and the new name will be Monarch Library System. Heather Fischer will be working with a committee that is made up of two directors from each system on the logo design. The logo voting will be from October 3rd to noon on October 7th. We got approval to make the new name and logo announcement at the WLA Conference at the end of October.

b. Delivery: Lynn Huether stated that the committee is working on the agreement for the hub site in West Bend and to buy or lease the 20' delivery truck. We took the routes that Bruce Smith provided and modified them a little. A bucket from each system was provided to show the difference in size and weight.

c. ILS and Training: Alison Ross explained that we will be offline starting on December 8th not the 9th. The extra day now will eliminate an offline day later in 2017 and that we will be getting the newest/current upgrades. The go live day is December 15th. Training is on schedule and if you need help or more information to please contact Jamie McFarlane or Alison Ross.

d. Technology Update: Robert Nitsch explained how the changes with e-mail will be working with both systems. Patrick Busch is working on a new website. Both IT Specialists are working on various projects to help with the training and the combining of systems.

e. Cooperative Purchases: Mike Gelhausen explained that MWFLS has a movie licenses contract that runs from April 1st to March 31st, because ESLS libraries are a stand-alone this might give the libraries from ESLS better pricing. Get in contact with Mike Gelhausen, if you would like more information on the movie licenses. Regarding the bookpage, MWFLS gets 850 copies and they are shipped to the office. The staff then sent out to the libraries the number of copies that they requested. However, if we would get 1,000 copies the estimated price is around 24 cents a copy. A quick survey was taken and we had more than a 1,000 copies from interested libraries. Mike Gelhausen will work on getting a solid pricing. Regarding Zinio, Amy Birtell stated that there will be a meeting in Cedarburg on the 27th of September to go over the details.

f. Youth Service Workshop: On October 14, 2016 at Cedarburg Public Library from 8:30 a.m. to 4:00 p.m., a Youth Services Workshop will be streamed live. Lunch will be served and the cost is \$7.00 a person.

7. **EasiCat?** A survey was done, to see if the catalog name should be change. 75% want the name changed. So Patrick Busch will be creating a form on on-line similar to the Name the New System. A notice will be sent out when it will be available online, and the deadline for voting.

8. **Question and Answer:** It was asked who would be the representative to the Board – The representative would be the All Director Chair. Would it be possible to get the buckets from MWFLS be used and not the ESLS buckets – We will look into what the differences are and report on the findings. Regarding the route changes, what time frame are the libraries looking at to get the delivery - At this point in time the MWFLS libraries have delivery in the morning and they use two vans. With a truck to deliver to MWFLS some will be get the delivery in the morning and some in the afternoon. ESLS libraries will see a change after Mequon. The truck will be going to Germantown and then to the hub, which will make the remaining libraries getting the deliver later in the day. Would it be possible for the delivery driver to do a test run on some

Saturdays – Right now that will not work, but Martha Rosche and Trixine Tahtinen volunteered to do a test run. To help get the information out to the patron about the offline time frame, would it be possible to have a maintenance screen informing the patrons – The IT department will work on that. Is it possible for the nomination form and ballot be on-line, this would make it easier for us – We will get it on-line as soon as possible. Will we be getting new library cards in the near future – The libraries that have cards with Eastern Shores Library System or Mid-Wisconsin Federated Library System on them will receive labels with the new name to be placed over the old information.

9. **Next Meeting Date:** Thursday, October 20, 2016 at 9:30 a.m. at West Bend Community Library.

10. **Adjourn:** At 11:10 a.m. Linda Pierschalla moved to adjourn. Amy Becker seconded, motion carried by voice vote.