

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES

West Bend Community Memorial Library

February 9, 2017

Called to Order: 6:05 PM

Adjourn: 8:45 PM

PRESENT: Tom Doane, Don Dohrwardt, Bill Goehring, Mark Hanson, John Katzka, Mugs McFadden, Kathie Norman, Ruth Spielmann and Nancy Szatkowski.

ABSENT: Jeff Caine, Kristine Deiss, Doug Rakowski, Thaddeus Pyrek, Wendy Schobert and Daniel Stoffel.

ALSO PRESENT: Amy Birtell - System Director; Patrick Busch, Mike Gelhausen, Jen Gerber - Director's Council Rep; Alison Hoffman, Connie Lloyd, Robert Nitsch and Lynn Huether.

1. **Call to Order:** At 6:05 p.m. a quorum was present. Mark Hanson – President called the meeting to order. The meeting was posted per the open meeting law.

2. **Public comment & Correspondence:** Mark Hanson read the letter to Monarch Library System from Attorney Katherine M. Reynolds, regarding the incident that happen at the Oscar Grady Public Library in Saukville. The letter recommended not to further pursue the issue. Kathie Norman asked that the letter be added to the agenda for discussion.

3. **Approval of Agenda:** The agenda was amended to include a discussion regarding the letter from Attorney Katherine M. Reynolds. Don Dohrwardt moved to approve the amended agenda. Seconded by Kathie Norman, the motion was carried by voice vote.

4. **Approval of the Minutes:** John Katzka asked that his last name be corrected in the Nominating Committee section of the minutes. Bill Goehring moved to approve the amended minutes. Seconded by Nancy Szatkowski, the motion was carried by voice vote.

5. **Approval of Expenditures and Financial Reports:** With the absence of Wendy Schobert, Lynn Huether explained that the Financial Reports would not be available until both audits have been completed. Moreover, Lynn answered any questions regarding the January 2017 expenditures. Tom Doane moved to approved the expenditures. Seconded by John Katzka, motion was carried by voice vote.

6. **System Reports:**

Director's Report: – Amy Birtell informed the group that the reports from Overdrive for the 2016 information would not be available. Overdrive did the conversion before running reports for 2016. However, the information going forward will be available to the libraries. The Lending Library report was handed out to the board. This report shows the borrowing and lending activity at each library and is available each month. Kathie Norman asked what they could do to as a board to help the libraries become a positive lender. This issue was tabled for another meeting. Amy Birtell stated that she is creating a weekly report called Friday Notes. This report will update the directors on what the system staff and director has been working on and any upcoming events.

Technology Report: – Robert Nitsch and Patrick Busch – gave an update on the issues that they have been working on. The IT department is doing a comparison of the different software that each system used and is working to see which would provide the best service for Monarch. The libraries with esls.lib.wi.us and mwfls.org e-mail addresses will be switching to monarchlibraries.org in the next few weeks. Also, Mead Library agreed to be the test library for the E-Commerce program, this program will give the patrons the ability to pay fines on-line.

ILS Administration Report – Alison Hoffman is working with Robert Nitsch on the Polaris Leap issues. In addition, she is working with the ILS committee and Circulation committee, to come up with standards for the Monarch Library System. Alison and Jamie McFarlane will be available to the libraries for any additional training. Moreover, Jamie McFarlane has been working on the die cut project that will make the die cuts available on the Polaris system. The libraries will be able to view the die cuts and send a request in to get the die cuts and if needed the machine.

7. Library Director's Council Report: Jen Gerber – Director from Oscar Grady Public Library gave an update on the director's council meeting, which was held on February 9th at West Bend. Some of the items that were discussed included that Amy Birtell and Lynn Huether will be creating a policy and procedure for damaged items. The ILS stated that the fines collected by the borrowing library, would be keeping the funds. In addition, the directors would like to have the website updated more, and to have more communication from the system. Moreover, the system has two libraries that are doing a moratorium. Per the discussion, the board would like to add the moratorium issue to the agenda next month.

8. Committee Reports:

Contracts Committee: - The committee met to review the information regarding the third route and the reason why it was put in place. Nancy Szatkowski stated that the third route was the correct way to go and that the committee is recommending that it go to the Finance Committee for the final approval. Bill Goehring moved to approve the Contracts Committee recommendation. Seconded by Don Dohrwardt, motion was carried by voice vote.

9. Old Business:

Third Delivery Route – Moved to the Finance Committee. However, it was suggested that we get outside bids to do a comparison for budgeting purposes.

MWFLS Building Update – We received proposals and marketing plans from Krieser Real Estate LLC - Mayville and Newmark Grubb from the Madison area. After reviewing the information, the board decided to go with the Krieser Real Estate LLC – Mayville. Krieser Real Estate is from the area, they also only charge a 5% fee versus 6% fee. It was also, agreed that the listing should be for six months and if the building hasn't sold in six months to revisit issue again. John Katzka moved to approve using the Krieser Real Estate. Seconded by Mugs McFadden, motion carried by voice vote.

Update Formatting of the Library Membership Agreement – Mugs McFadden moved to approved the Library Membership Agreement. Seconded by John Katzka, motion carried by voice vote.

Update Formatting of Board Bylaws – Mugs McFadden moved to approve the Board Bylaws. Seconded by John Katzka, motion carried by voice vote.

Update Formatting of Library ILS Agreement – Mugs McFadden moved to approve the ILS Agreement. Seconded by John Katzka, motion carried by voice vote.

10. **New Business**

Policy for System Director Threshold requiring finance committee/board approval.

The Executive committee will make themselves available to the director to help make the decisions and answer questions. But setting a threshold was tabled until the next meeting.

ESLS and MWFLS 2016 Annual Report – Amy Birtell had a PowerPoint presentation on the systems, showing how the new system is compared to the trends and an overview on the system staff. The Libraries annual reports are due to the State in March of 2017 and information from the reports will be available in June 2017. Mugs McFadden moved to approve both annual reports. Seconded by Nancy Szatkowski, motion carried by voice vote.

Insurance for MWFLS Building – Because MWFLS current insurance carrier would not cover only the building. Amy Birtell and Lynn Huether acquired quotes from the Maritime insurance agent. Option 1 was for full coverage for \$5,700; Option 2 was for basic coverage for \$3,800. The insurance agent came back with an Option 3, for basic coverage from February to June for \$382. All insurance policies renew in June of 2017. The board decided to go with Option 3 and review the building insurance issue in June of 2017. Kathie Norman moved to approve Option 3 insurance coverage. Seconded by Ruth Spielmann, motion carried by voice vote.

Staggering Board Committee Appointments: This is to be tabled until the next meeting.

Potential Monarch Library email account for board members and policies for archiving: - Robert Nitsch explained that we can set up e-mail addresses for the board members and if they would like to continue to use their current email address, he can make that work. Tom Doane moved to get monarchlibraries.org accounts. Seconded by Don Dohrwardt, motion carried with a vote of 8 yes and 1 no.

Press announcements regarding merger/library issues- It will be the System Director or the System President that can / will talk to the media.

Attendance – Will be tabled until the next meeting.

Letter from Attorney - After a discussion, the board decided not to take any action, which was the final recommendation presented by the attorney in the letter. Tom Doane asked that the letter be sent to the members.

11. **Other Business:** A special thank you went out to Mike Gelhausen for his service that he gave to MWFLS over the last year.

12. **Next Meeting:** March 9, 2017 at 6:00 pm at the West Bend Community Library.

15. **Adjourn:** At 8:45 p.m. Mugs McFadden moved to adjourn. Seconded by John Katzka, motion carried by voice vote.