

## MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES

West Bend Community Memorial Library

**March 9, 2017**

**Called to Order: 6:00 PM**

**Adjourn: 8:05 PM**

**PRESENT:** Jeff Caine, Kristine Deiss, Tom Doane, Bill Goehring, Mark Hanson, Kathie Norman, Wendy Schobert, Ruth Spielmann and Nancy Szatkowski.

**CONFERENCE CALL/REMOTE:** Thaddeus Pyrek

**ABSENT:** Don Dohrwardt, John Katzka, Mugs McFadden, Doug Rakowski, and Daniel Stoffel.

**ALSO PRESENT:** Amy Birtell - System Director; Jennifer Einwalter, Heather Fischer, Jen Gerber - Director's Council Rep; Candy Graulich, Bryan Grunewald – Schenck, Alison Hoffman, Lynn Huether, Connie Lloyd, Robert Nitsch and Holly Smith.

1. **Call to Order:** At 6:00 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:** Jen Gerber – Oscar Grady Library – Saukville, thanked the board for hiring Patrick Busch in the IT department. Oscar Grady had an in-house problem and Patrick fixed the problem in a timely fashion. Candy Graulich – Hustisford Community Library read a letter from the Hustisford Community Library Board regarding the moratorium and how it is affecting the patrons of the Hustisford Community Library.

3. **Approval of Agenda:** Jeff Caine moved to approve the agenda. Seconded by Nancy Szatkowski, the motion was carried by voice vote.

4. **Approval of the Minutes:** Kristine Deiss and Nancy Szatkowski asked to have some grammar changes. Bill Goering moved to approve the amended minutes. Seconded by Kathie Norman, the motion was carried by voice vote.

5. **Approval of Expenditures and Financial Reports:** Wendy Schobert moved to approve the February 2017 expenditures. Seconded by Bill Goehring, motion was carried by voice vote. Moreover, the Financial Reports are not available until the audits for Eastern Shores and Mid-Wisconsin have been completed.

### 6. **Committee Reports-Budget:**

**Audit Review:** - Bryan Grunewald from Schenck explained the 2016 audit information for Eastern Shores and Mid-Wisconsin. Kathie Norman asked about the corrective action plan findings of 2016-001 and 2016-002 on both systems. Bryan explained that because of the number of employees that each system has the segregation of duties is not feasible. Also, this is a common finding for entities of this size.

Wendy Schobert moved to approve the 2016 Audit Report for Eastern Shore Library System. Seconded by Mark Hanson, motion was carried by voice vote.

Wendy Schobert moved to approve the 2016 Audit Report for Mid-Wisconsin Federated Library System. Seconded by Nancy Szatkowski, motion was carried by voice vote.

## 7. System Reports:

**Director's Report:** – Amy Birtell – Presented the Monarch Library System Committee members redesign. Every week on Friday a report called Friday Notes goes out to the directors updating them on what is happening. Library visits are being scheduled so Amy gets to know all the library staffs. On February 20, 2017, Amy attended the SRLAAW meeting and in the packet, there is the handout from the Legislative day regarding the 2017-2019 State Budget Priorities. Starting in 2017, Amy will be sitting in on the Dodge County Planning Committee. The Annual Reports were due to the state on March 1<sup>st</sup>. Because of the snow day and South Central cancelling delivery, some reports were delayed. Moreover, the staff reports will be on a rotating schedule.

**Technology Report:** – Robert Nitsch – Currently working on the LEAP Application, phone numbers and password policy and why the text messages are not being sent to Verizon patrons. **Ongoing projects – Network Phase 1** – Changing over to the new router and switches. In addition, the IT Department is working on having the configuration of Dodge and Washington counties run through the Monarch office in Sheboygan. **Mead POS System** - working with EnvisionWare to install new POS systems. Equipment needed for the POS system is on order and will take about six weeks to receive. **ECommerce-** working with a third-party payment system. **US Cellular Agreement** - working on an agreement and hardware for the new bookmobile. In addition, having WIFI Hotspots available for/in the libraries.

**ILS Administration Report** – Alison Hoffman – Currently is working with Robert Nitsch on the Polaris Leap issues. In addition, she is working with the ILS committee on the Social application. Regarding the deduplication options, we are currently working on the new items, but in the third quarter of 2017, the plan is to ask the member libraries to help with the older items.

**Bookmobile, Youth & Special Needs Service Report** – Holly Smith – We received notice that the new bookmobile was ready for inspection at the end March. Amy Birtell, Lisa Haartman and Holly Smith will be traveling to Ohio for the inspection around the 24<sup>th</sup> of March. The new bookmobile will be delivered a few days after the inspection, if no issues are found. We have a wrap that was designed by Heather Fischer. Holly Smith attended the Inclusive Service Retreat which was held in Wausau in February. The plan is to work with the libraries liaisons to remove some of the mystery surrounding the matters of inclusiveness. Additionally, the Youth Services librarians will be having a meeting in West Bend on March 10<sup>th</sup>.

**Public Information** – Heather Fischer – In West Bend on March 10<sup>th</sup>, will be holding a Die Cut seminar. Working on Family Fun Night at the Horicon Marsh and considering a similar event for the Ozaukee County area. An online form will be available to order Monarch apparel. Also, we are in the process of collecting information for a Monarch Directory.

8. **Library Director's Council Report:** Jen Gerber – Director's Council Rep from Oscar Grady Library - Had no report, but stated that on March 16<sup>th</sup> at West Bend, a special meeting will be held for the directors to go over various topics.

9. **Old Business:**

**Policy for MLS expenditure threshold requiring board approval** – Regarding the threshold amount, it was suggested that we should have a cap and if the item or items are over the cap the Executive Committee need to be contacted and advised about the item or items. Amy Birtell was asked how she dealt with this issue in the past. She stated that she would have contacted the Executive Committee regarding the item or items. This was tabled for the next meeting.

**Policy for MLS board emails** – The members now have a Monarch email address. However, the Monarch email address can be linked/connected to the email address that the member prefers.

**Update on Horicon building** – The realtor took pictures of the building and is getting the signs up.

10. **New Business**

**Update on moratorium libraries/Statement prohibiting self-imposed moratoriums-** Regarding the issue with the moratorium the libraries are to refrain from imposing moratoriums until the system policies are formally established. Nancy Szatkowski moved to approve the board action. Seconded by Jeff Caine, motion was carried by voice vote. Furthermore, Mark Hanson asked Nancy Szatkowski to present this information to the directors at the next meeting.

**Policy for libraries found to be out of compliance with the system-** Regarding the action for a non-compliance library has been tabled for the next meeting.

**Policy for board member attendance** – Regarding the attendance of members, it was suggested that the member needs to physically attend more than 50 percent of the scheduled meetings, but can have three excused absences. Jeff Caine moved to approve that as the attendance standard. Seconded by Nancy Szatkowski, motion was carried by voice vote. Moreover, it was stated that this should be written up and added to the by-laws. Mark Hansen stated he would write the policy, but a member stated that the policy should be done by a committee and not just one person. The committee that will write the policies was tabled for the next meeting.

**Discuss future board meeting schedule for the year: time/place/frequency** – Amy Birtell was asked to get a list of libraries that would be available to hold the board meeting. Regarding the time and frequency was tabled for the next meeting.

11. **Other Business:** Over the weekend of March 4<sup>th</sup>, the IT department while working on a system conversion discovered an issue that causes the Polaris service to be down at the libraries. An email was sent out on Sunday stating that there was an issue and that it was being worked on. Subsequently, on Monday another email was sent stating the issue was still being worked on. Robert Nitsch explained that the Juniper software had a bug that was not easily located. After locating the issue, the service was up and running by mid-afternoon on Monday, March 6<sup>th</sup>.

12. **Next Meeting:** April 13, 2017 at 6:00 pm at the West Bend Community Library.

15. **Adjourn:** At 8:05 p.m. Nancy Szatkowski moved to adjourn. Seconded by Jeff Caine, motion carried by voice vote.