

DRAFT

**Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, July 27, 2010**

The regular meeting of the MWFLS Board of Trustees was called to order at 6:00 p.m. at Mid-WI Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Rev. Allan Kranz presiding. Rev. Kranz welcomed Trustees, Staff, and Librarians.

**ROLL CALL**

**MEMBERS PRESENT:** Deborah Bissonnette, Jane Colwin, Polly Edgar, Helen Heinrich, Allan Kranz, MaryAnn Miller, Gary Morgenstern, Dwayne Morris, Janet Negus, Judith Schaar, Ruth Schmitt (arrived 6:11), Juanita Schultz, Dan Stoffel, and Alice Ventura

**MEMBERS ABSENT:**

**MEMBERS EXCUSED:** Beverly Schroeder

**OTHERS PRESENT:** Walter Burkhalter, MWFLS Director; Mike Gelhausen, Director of Hartford Public Library; Jackie Jacak, MWFLS Business Manager; Connie Meyer, Director of Fort Atkinson; Roberta Olson, Director of Germantown Public Library; Steve Platteter, MWFLS Automation Services Librarian.

**CORRESPONDENCE & APPEARANCES**

Handouts distributed to Board members:

1. June 2010 Trustee Tale Newsletter
2. MWFLS Incomplete Calendar
3. Updated 5/25/10 MWFLS Board Minutes

Mike Gelhausen noted; construction began at 8:40 a.m. today for the new Jack Russell Library in Hartford.

**MINUTES**

A motion was made by Alice Ventura and seconded by Helen Heinrich to approve the May 25, 2010 minutes. Motion carried by voice vote, all in favor.

**FINANCIAL REPORTS**

A motion was made by Dan Stoffel and seconded by Mary Ann Miller to approve payment of April Computer Checks in the amount of \$252,808.79, Manual Checks in the amount of \$326.90 and Director requested reimbursement of \$183.38 for a total of \$253,319.07. Motion carried by roll Call vote, all in favor.

A motion was made by Deb Bissonnette and seconded by Polly Edgar that the MWFLS System Board grants Jackie Jacak, Business Manager the authority to renew the M & I CD for the term of 13 months at 1.25% interest. Motion carried by voice vote, all in favor.

## DRAFT

### **OPERATIONS REPORTS Director's Report**

- Alliant Energy has approached MWFLS to see if they can trench an underground electric line from the box located at the back of the property to Bethesda for increased voltage. Dan Stoffel would like the System to get a signed easement. Walter will follow through getting an easement and present it at the September meeting.

### **Director's Council**

- No further information

### **UNFINISHED BUSINESS Review TE 5 Hiring a Library Director & TE 6 Evaluating the Director**

#### TE 5: Hiring a Library Director

1. The System Board is responsible for hiring the director. It may delegate much of the selection process to a committee, but ultimately it is a board process.
2. It is the Directors responsibility, to hire/fire and supervise staff.

#### TE 6: Evaluating the Director

1. It is difficult for the Board to evaluate the Director, considering the minimal amount of contact that is made on a yearly basis.
2. The evaluation process should focus on goal setting for the Director.

### **NEW BUSINESS Grant Disbursement to Member Libraries**

- The new process will combine collection development, public information (PIG), continuing education (CE), and summer reading program grants.
- The guidelines will remain the same for expenditures and reimbursements.
- The library \$775.00 matching portion of the collection development will no longer be required.
- This change will be effective January 1, 2011.

It was moved by Polly Edgar and seconded by Helen Heinrich that the MWFLS Board of Trustees approve choice #3 (Addendum A) combining grants, as recommended by the July 8, 2010 Director's Council. Motion carried by voice vote, all in favor.

## DRAFT

### **Winter, Kloman, Moter & Repp S.C. 3 Year Audit Contract for 2010, 2011, & 2012**

The Board would like the auditors to provide them with a breakout on how the dollar amounts are derived. Jackie Jacak will provide this information at the September Board meeting.

It was moved by Ruth Schmitt and seconded by Dwayne Morris that the MWFLS Board of Trustees approve the three year contract with Winter, Kloman, Moter & Repp, S.C. in the amounts of \$6,000.00 for 2010, \$6,300.00 for 2011, and \$6,600.00 for 2012 and authorize the signing of said document by the Board President. Motion carried by roll call vote, all in favor.

### **2010 Mid Year Adjusting Entries**

It was moved by Ruth Schmitt and seconded by Helen Heinrich that the MWFLS Board of Trustees approve mid year adjusting entries as presented in the July 27, 2010 Board packet. Item will be attached as addendum B to the July 27, 2010 minutes. Motion carried by roll call vote, all in favor.

### **2010-2011 Marsh Moppets Lease**

The Marsh Moppets lease will remain the same at \$500.00 per month for 12 months.

It was moved by Ruth Schmitt and seconded by Mary Ann Miller that the MWFLS Board of Trustees approve the Marsh Moppets commercial lease for the period of September 1, 2010-August 31, 2011 and authorize the signing of said document by the Board President. Motion carried by voice vote, all in favor.

### **ADOPT NEXT MEETING DATE & ADJOURNMENT**

Next meeting will be Tuesday, September 28, 2010 at 6:00p.m at West Bend Community Library, 630 Popular Street, West Bend, Wisconsin.

Rev. Allan Kranz adjourned the meeting at 6:50 p.m.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary

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Addendum A

Choice #3

Combine CE, CD, PIG, SLP

	Collection	2011 Estimate Based on	2011 Continuing Education	Summer Performer	Total Grant
	Develp	2010 PIG			
Beaver Dam Community Lib	\$ 775.00	\$ 1,948.00	\$ 1,588.00	\$ 300.00	\$ 4,611.00
Brownsville Public Library	\$ 775.00	\$ 350.00	\$ 335.00	\$ 300.00	\$ 1,760.00
Dwight Foster Public Lib- Fort Atkinson	\$ 775.00	\$ 1,170.00	\$ 1,161.00	\$ 300.00	\$ 3,406.00
Fox Lake Public Library	\$ 775.00	\$ 350.00	\$ 435.00	\$ 300.00	\$ 1,860.00
Germantown Community Library	\$ 775.00	\$ 1,901.00	\$ 1,403.00	\$ 300.00	\$ 4,379.00
Hartford Public Library	\$ 775.00	\$ 1,215.00	\$ 1,100.00	\$ 300.00	\$ 3,390.00
Horicon Public Library	\$ 775.00	\$ 350.00	\$ 572.00	\$ 300.00	\$ 1,997.00
Hustisford Community Library	\$ 775.00	\$ 350.00	\$ 420.00	\$ 300.00	\$ 1,845.00
Iron Ridge Public Library	\$ 775.00	\$ 350.00	\$ 333.00	\$ 300.00	\$ 1,758.00
Jefferson Public Library	\$ 775.00	\$ 747.00	\$ 930.00	\$ 300.00	\$ 2,752.00
Johnson Creek Public Library	\$ 775.00	\$ 350.00	\$ 545.00	\$ 300.00	\$ 1,970.00
Juneau Public Library	\$ 775.00	\$ 350.00	\$ 553.00	\$ 300.00	\$ 1,978.00
Kewaskum Public Library	\$ 775.00	\$ 423.00	\$ 515.00	\$ 300.00	\$ 2,013.00
LD Fargo Public Library- Lake Mills	\$ 775.00	\$ 572.00	\$ 730.00	\$ 300.00	\$ 2,377.00
Lomira Public Library	\$ 775.00	\$ 350.00	\$ 325.00	\$ 300.00	\$ 1,750.00
Lowell Public Library	\$ 775.00	\$ 350.00	\$ 250.00	\$ 300.00	\$ 1,675.00
Mayville Public Library	\$ 775.00	\$ 435.00	\$ 578.00	\$ 300.00	\$ 2,088.00
Powers Memorial Library- Palmyra	\$ 775.00	\$ 350.00	\$ 490.00	\$ 300.00	\$ 1,915.00
Hutchinson Memorial Library- Randolph	\$ 775.00	\$ 350.00	\$ 457.00	\$ 300.00	\$ 1,882.00
Reeseville Public Library	\$ 775.00	\$ 350.00	\$ 335.00	\$ 300.00	\$ 1,760.00
Slinger Community Library	\$ 775.00	\$ 711.00	\$ 685.00	\$ 300.00	\$ 2,471.00
Theresa Public Library	\$ 775.00	\$ 350.00	\$ 338.00	\$ 300.00	\$ 1,763.00
Karl Junginger Memorial Lib- Waterloo	\$ 775.00	\$ 350.00	\$ 635.00	\$ 300.00	\$ 2,060.00
Watertown Public Library	\$ 775.00	\$ 1,758.00	\$ 1,755.00	\$ 300.00	\$ 4,588.00
Waupun Public Library	\$ 775.00	\$ 766.00	\$ 1,040.00	\$ 300.00	\$ 2,881.00
West Bend Community Memorial Lib	\$ 775.00	\$ 3,584.00	\$ 2,315.00	\$ 300.00	\$ 6,974.00
Irvin L. Young Memorial Lib- Whitewater	\$ 775.00	\$ 1,012.00	\$ 1,324.00	\$ 300.00	\$ 3,411.00
	\$ 20,925.00	\$ 21,142.00	\$ 21,147.00	\$ 8,100.00	\$ 71,314.00

\*\* The dollar amount provided for each library would be the base for future years.  
 If the System would receive an increase in State funding, the amount would increase by that percentage rate.  
 If the System would receive a decrease in Sate funding, the amount would remain the same as the previous year.  
 The system would no longer receive the \$775.00 matching portion of the collection development grant.

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**Addendum B**

**Income**

	<b>Act #</b>	<b>Act Name</b>	<b>Current Budget Amount</b>	<b>New Budgeted Amount</b>	<b>Difference</b>		<b>Reason for Adjustment</b>
*	4120	Share Mileage	\$ 2,781.00	\$ 4,474.00	\$ 1,693.00	Inc	Increased Cost in 2009 Carried into 2010 (In/out Account)
*	4115	PayPal Revenue	\$ -	\$ 12,947.00	\$ 12,947.00	Inc	New Program for SHARE Consortium (In/out Account)
			\$ 2,781.00	\$ 17,421.00	\$ 14,640.00		

**Increase Expenditures**

	6011	Automation Tech Service LLS	\$ -	\$ 4,000.00	\$ 4,000.00	Inc	Paying a Portion of Jim Novy Wages @ Lakeshores Library System for Consulting Services
	6017	CE Staff & Trustees	\$ 2,500.00	\$ 3,000.00	\$ 500.00	Inc	Additional CE Events
	6019	Cleaning Service	\$ 2,500.00	\$ 2,655.00	\$ 155.00	Inc	Increased Rates
	6028	Hospitality	\$ 1,500.00	\$ 2,000.00	\$ 500.00	Inc	Additional Cost Due to Increased Meetings
	6036	ILL Wiscat	\$ 5,400.00	\$ 5,600.00	\$ 200.00	Inc	Reflect Actual Cost
*	6041	PayPal	\$ -	\$ 12,947.00	\$ 12,947.00	Inc	New Program for SHARE Consortium (In/out Account)
*	6053	SHARE Mileage	\$ 2,781.00	\$ 4,474.00	\$ 1,693.00	Inc	Increased Cost in 2009 Carried into 2010 (In/out Account)
	6056	Stipends	\$ 2,700.00	\$ 5,000.00	\$ 2,300.00	Inc.	Additional Cost Due to Increased Meetings
	6064	Travel	\$ 14,326.00	\$ 17,326.00	\$ 3,000.00	Inc	Additional Cost Due to Increased Meetings
	6066	Utility-Gas	\$ 3,184.00	\$ 4,184.00	\$ 1,000.00	Inc	Increased Rates
	6068	Water & Sewer	\$ 400.00	\$ 800.00	\$ 400.00	Inc	Increased Rates
			\$ 35,291.00	\$ 61,986.00	\$ 26,695.00		

**Decrease Expenditures**

	6038	Internet	\$ 30,800.00	\$ 18,745.00	\$ 12,055.00	Dec	Rates Remain the Same as 2009
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