



# **MID-WISCONSIN FEDERATED LIBRARY SYSTEM**

112 Clinton St., Horicon, WI 53032 Phone: (920) 485-0833 1-800-660-6899 FAX: (920) 485-0899 Website: www.mwfls.org

## **Dodge \* Jefferson \* Washington Counties**

MWFLS System Board Meeting

Tuesday, June 30, 2015

Mid-Wisconsin Federated Library System, 112 Clinton St., Horicon, WI 53032

**Present:** Jane Colwin, Geri Feucht, Richard Greshay, Mark Hanson, Dwayne Morris, Doug Rakowski, Sue Smith, Dan Stoffel

**Excused:** Polly Edgar, Gary Morgenstern, Jill Nadeau, Ruth Schmitt

**Absent:**

**MWFLS Staff:** Patrick Busch, Sue Cantrell, Jackie Jacak

**Library Appointee:** Candy Graulich

**Guest:** Amy Becker, Mike Gelhausen, Alex Harvancik

1. **Called to Order:** Meeting was called to order by Jane Colwin, President, at 6:00 p.m. The meeting was posted in accordance with open meetings law.
2. **Approval of Agenda:** It was moved by Rakowski and seconded by Greshay to approve the June 30, 2015 agenda. Motion carried by voice vote.
3. **Approval of Previous Minutes:** It was moved by Stoffel and seconded by Rakowski to approve the May 26, 2015 minutes as presented. Motion carried by voice vote.
4. **Financial Reports:** It was moved by Smith and seconded by Stoffel to approve payment of the May 2015 computer checks in the amount of \$89,954.94, manual checks in the amount of \$1,054.54, for a total of \$91,009.48. Motion carried by roll call vote.
5. **Directors Report:** The installation of the new AC unit has been completed and hooked up. Cantrell commended Busch on what an excellent job he has done taking over the IT services since Foust has left.

Cantrell reminded the board that next week Tuesday, July 7<sup>th</sup> is the 3<sup>rd</sup> annual Family Fun night. This event is a collaborative effort between MWFLS and the Wisconsin Department of Natural Resources. Cantrell also thanked Fischer and Jacak for all of their hard work in making this event happen.

6. **Director's Council/trio Report:** Graulich is the new library board liaison appointee. She pointed out at the May trio meeting the directors passed a motion allowing the Jefferson County libraries and Randolph to use their 2015 replacement funds to pay for their extraction cost to move to new counties. This motion was done as a good faith effort, knowing they could possibly work with them in the near future.

Graulich also reported how the Dodge and Washington County meeting with Winnefox Library System went. Graulich feels the member libraries will continue their search, for they felt the services offered versus the cost to be a member of Winnefox were not effective. The minimum cost to be part of the Winnefox ILS is \$7,475.00.

7. **Technology Report:** Busch has completed the bulk computer purchase. About 2/3 of the computers have been formatted and delivered. Busch has also implemented new backup software for system computers/servers. He has also completed SirsiDynix reports that will make the ILS run more efficiently.
8. **Strategic Plan Committee:** Hanson has agreed to be chair of the committee. At the last meeting, the committee agreed to move forward with obtaining Bruce Smith to facilitate and manage the strategic plan process. The group would like to hire Smith for a full day session, ½ day session, and implement and compile a system survey.
9. **Finance Committee Report:** The Finance Committee came up with a balanced budget by proposing the following items: contracting a part time interim director, maintain IT services with one IT technician from 2, reducing Public Information hours from 30 to 20. The committee also agreed to offset the 2016 deficit by using carryover funds from 2015.
10. **Jefferson County Libraries Status Report:** On June 23, 2015 by unanimous vote Waukesha County approved accepting Jefferson County as part of the Waukesha County Federated Library System.
11. **2016 System Budget Approval:** Stoffel reviewed the budget increases, decreases and changes. Some of the highlights were: 2015 carryover funds in the amount of \$4,921.00 will be used to balance the budget, IT staff will remain at one, a consultant will be hired to fill the director vacancy, Business Manager's wages were increased by \$2.00 per hour for the additional work due to a part time director, Public Information hours were decreased from 30 to 20. At this time, it was brought up if the system should purchase and pay for OverDrive Periodicals. Cantrell would like to see the system purchase the periodicals and pay for this service in 2016. There are some caveats, though, that would need to be met before MWFLS would go forward with this decision. Cantrell feels the \$6,000.00 is a good price for the magazines that would be available.

It was moved by Stoffel and seconded by Greshay that the MWFLS Board of Trustees approve and accept the 2016 MWFLS budget as presented in the June 30, 2015 board packet. Motion carried by roll call vote, all in favor.

It was moved by Hanson and seconded by Rakowski that the System pays \$6,000.00 for the OverDrive Periodicals in 2016 using carryover funds from 2015. Motion carried by roll call vote, all in favor.

12. It was moved by Morris and seconded by Rakowski to convene into closed session at 7:09 p.m. under Exemption 19.85 (1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session." Discuss the future options for MWFLS building and land. Motion carried by roll call vote, all in favor.

It was moved by Colwin and seconded by Hanson to convene back into open session at 7:44 p.m. Motion carried by roll call vote, all in favor.



**Dodge \* Jefferson \* Washington Counties**

**13. Approval of 2014 Audit:**

It was moved by Rakowski and seconded by Smith that the MWFLS Board of Trustees approve and place on file the annual financial report as provided by Schenck and Associates for the calendar year of 2014. Motion carried by voice vote, all in favor.

**14. Schedule Extra Board Meetings:** The board agreed additional meetings would be scheduled if needed. The next meeting is August 25, 2015 at 6:00 p.m. at MWFLS headquarters.

**15. Contract with Bruce Smith to Facilitate Strategic Plan:** Hanson agrees that Smith should be hired to manage the survey and facilitate the all-day event. He does, though, feel his services are not needed for the ½ day facilitation and writing of the plan. He feels the committee can manage both of those tasks. Colwin reiterated the importance of having a neutral third party administer the whole strategic plan process from start to finish.

It was moved by Hanson and seconded by Rakowski that the MWFLS Board of Trustees approve the Memorandum of Understanding between WiLS and MWFLS for the Strategic Plan Development and Consulting and Facilitation Services in the amount of \$3,775.00 and approve MWFLS Board president to sign said document. Funds will be taken out of #3402 Future ILS Purchase \$94,611.79, decreasing to \$90,611.79 and moved into new account #3403 Strategic Plan in the amount of \$4,000.00. Motion carried by roll call vote, all in favor.

**16. Search Committee for 2016 System Consultant:** Colwin requested the Personnel Committee take on the task of the Ad Hoc Search Committee along with two librarians. She has appointed Amy Becker Director of West Bend Community Memorial Library and Sue Kinyon Director of Brownsville Public Library to serve on the committee as well.

It was moved by Stoffel and Smith that the Board of Trustees allows the MWFLS Board President to appoint an Ad Hoc Search Committee for 2016 System Consultant/Director. Motion carried by voice vote, all in favor.

**17. Next Meeting Date:** The next meeting will be Tuesday, August 25, 2015.

**18. Adjourn:** It was moved by Greshay and seconded by Stoffel to adjourn the meeting at 8:10 p.m.

