

DRAFT

**Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, April 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, Janet Negus, Ruth Schmitt, Beverly Schroeder, Juanita Schultz, Dan Stoffel, and Alice Ventura

MEMBERS ABSENT:

MEMBERS EXCUSED: Dwayne Morris

OTHERS PRESENT: Walter Burkhalter, MWFLS Director; Mike Gelhausen, Director of Hartford Public Library; Jackie Jacak, MWFLS Business Manager; Roberta Olson, Director of Germantown Public Library; Steve Platteter, MWFLS Automation Services Librarian; Jason Porter, MWFLS Library Automation Specialist; Jan Roo, Jefferson County Representative; Mrs. Kranz, guest.

CORRESPONDENCE & APPEARANCES

Handouts distributed to Board members included:

1. 6/15 Open Meetings Law flyer

MINUTES

A motion was made by Ruth Schmitt and seconded by Alice Ventura, to approve the March 30, 2010 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Dan Stoffel and seconded by Helen Heinrich to approve payment of March Computer Checks in the amount of \$97,863.44, Manual Checks in the amount of \$496.83 for a total of \$98,360.27. Motion carried by roll Call vote, all in favor.

**OPERATIONS REPORTS
Director's Report**

- Bruce Olsen, Assistant Attorney General of Wisconsin Department of Justice will be coming to MWFLS headquarters June 15, 2010 to discuss Open Meetings Law. If you are interested in coming to this workshop please register with Jackie Jacak at 920-485-0833 or jacakj@mwfls.org

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Personnel Committee

- The Personnel Committee met April 8, 2010. The committee came up with "steps for success" as provided in the April Board packet.

Building & Grounds Committee

- Discussed the selling the parcel of land located on the West side of the property. Will be discussed further under new business.

UNFINISHED BUSINESS

Recommendation from Director's Council to Edit Charge & Operating Principles of the Automation Committee

The purpose of the change is to eliminate the Dynix Users Group (DUG) and the Sage group. These groups are no longer in existence due to changes in the automation system.

Juanita Schultz questioned if both tech employees would be members of this committee. The tech people will be involved with this committee. Should they be listed as committee members in the charge and operating principles? Walter felt one could assume that they would be involved.

A motion was made by Ruth Schmitt and seconded by Juanita Schultz that the MWFLS Board of Trustees approve the recommendation of the March 11, 2010 Director's Council committee to edit the Charge & Operating Principles of the Automation Committee to eliminate the Dynix User Group and SAGE appointments. Motion carried by voice vote, all in favor.

NEW BUSINESS

Trustee Essentials ~ Review TE 1 & TE 2

A review of Trustee Essentials TE1 "The Trustee Job Description" and TE 2 "Who Runs the Library" was given.

Recommendation from April 8, 2010 Personnel Committee

The main goal of the "Steps for Success in 2010/2011" is to create open communication between the Board of Trustees and the Director. "Steps for Success in 2010/2011" will be attached to the April minutes as addendum A.

A motion was made by Deb Bissonnette and seconded by Polly Edgar that the MWFLS Board of Trustees approve the recommendation of the April 8, 2010 Personnel Committee as presented in the April 27, 2010 System Board packet. Motion carried by voice vote, all in favor.

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Recommendation from Building & Grounds Committee in Regard to Sale of Land

A motion was made by Beverly Schroeder and seconded by Mary Ann Miller to hire an attorney to guide us through the process and contact the City of Horicon to find out about having an independent appraisal and have the City of Horicon pay for it. Motion failed by roll call vote, 1 aye 12 nays.

Some concerns brought up in regard to the sale of the land were as follows:

1. What will the dollars do for the system
2. Will selling the land decrease the value of the property
3. Would the City of Horicon pay for the attorney fees

This item will be included on the May meeting agenda.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, May 25, 2010 at 6:00p.m at Mid-WI Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

Rev. Allan Kranz adjourned the meeting at 7:04 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary

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Addendum A

Steps for Success in 2010/2011

Director:

- Regional (county based) librarian meetings
- Weekly or biweekly System updates to library directors
- Increase general information for system board members (explanation of workshops, newsletters, etc)
- Review *Trustee Essentials* for system board
- Hold regular technology staff meetings (MWFLS and SHARE)
- Maintain staff coaching sessions along with annual coaching conversations (evaluations)
- Provide more information (neutral) for board action items

Board:

- Interact with Director on an individual basis
- Hold regular board committee meetings
- Committees and/or committee chairs maintain regular communication with Director
- Evaluate individually if being a system board trustee is what you desire
- Personnel Committee
 - Study and recommend new evaluation system
 - Update and revise job descriptions
 - Update and revise committee responsibilities
 - Recommend that the Directors Council Survey Committee reexamine 2009 System Survey

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- Recommend that System survey be annual process.

Goals (2010 and beyond):

- Create a more collegial environment between Board, System Directors and Library Directors
- Update and revise personnel policies
- Update and revise system plans (long range and technology)
- Update and revise member agreements