

**Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, November 30, 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, Helen Heinrich, Allan Kranz, MaryAnn Miller, Dwayne Morris, Janet Negus, Judith Schaar, Ruth Schmitt, Beverly Schroeder, Juanita Schultz, Dan Stoffel, and Alice Ventura

MEMBERS ABSENT:

MEMBERS EXCUSED: Polly Edgar and Gary Morgenstern

OTHERS PRESENT: Walter Burkhalter, MWFLS Director; Jackie Jacak, MWFLS Business Manager; Connie Meyer, Director of Dwight Foster Public Library; Steve Platteter, MWFLS Automation Services Librarian.

CORRESPONDENCE & APPEARANCES

No additional handouts were provided.

MINUTES

A motion was made by Ruth Schmitt and seconded by Helen Heinrich to approve the September 28, 2010 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Dan Stoffel and seconded by Alice Ventura to approve payment of September/October Computer Checks in the amount of \$130,986.80, Manual Checks in the amount of \$1,712.39 and Director requested reimbursement of \$278.08 for a total of \$132,977.27. Motion carried by roll Call vote, all in favor.

**OPERATIONS REPORTS
Director's Report**

- Fond du Lac Public Library has approached Mid-Wisconsin Federated Library System in regard to joining MWFLS. Fond du Lac County left MWFLS in 2000 to join Winnefox Library System. They are pursuing MWFLS due to lower automation cost.
- Helen Heinrich noted she was on the Board when Fond du Lac left, this was a difficult period in MWFLS history.
- If just the library would join MWFLS, they would be responsible for any additional cost incurred in the process. If the county would join, additional State funds received would be used to offset the cost.

- In order for Fond du Lac County to join, it would require Fond du Lac Public Library and one/two additional library/libraries equaling 80% of the county's population. The decision would also need to be made by June 30, 2011, in order for Fond du Lac County to join MWFLS by January 1, 2012.

Personnel Committee

- The Personnel Committee is in the process of putting together a draft director evaluation questionnaire for the System Board and member librarians.

Director's Council

- No further information was provided.

Building & Grounds

- Items discussed:
 1. Estimates to replace the parking lot in spring
 2. New automated phone system
 3. Replacing the air conditioning unit

UNFINISHED BUSINESS

Review TE 9 Managing the Library's Money TE 10 Developing Essential Library Policies

TE 9: Managing the Library's Money

1. The System Board is ultimately responsible for all financial management of the System funds.
2. DLTCL has the authority not to approve the System plan of service.

TE 8: Developing Essential Library Policies

1. Most of MWFLS policies deal with personnel issues.

NEW BUSINESS

Heather Fischer, MWFLS Public Information Designer, Leave of Absence

- Heather Fischer is expecting April 2, 2011 and will be taking family leave. The Director's Council has offered three options:
 1. First option ~ Contact Judi Jones former MWFLS graphic designer to see if she would be interested in filling in temporarily.
 2. Second option ~ contact Manpower.
 3. Third option ~ individual libraries use their local printer.

Janet Negus questioned if the work could be done prior to Heather leaving. Walter noted she is in the process of working on items in advance. The board questioned how this additional person would get paid? Walter informed the board that majority of Heather's time off will not be paid, due to no vacation or sick time remaining.

It was moved by Deb Bissonnette and seconded by Alice Ventura that the MWFLS Board of Trustees authorize Walter Burkhalter to pursue the options listed in the Director's Council minutes and stay within the public information budgeted dollar amount. Motion carried by voice vote, all in favor.

Appoint 2011 Nominating Committee

Allan Kranz appointed the following trustees to the 2011 Nominating Committee:

1. Mary Ann Miller
2. Judith Schaar
3. Alice Ventura

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, January 25, 2011 at 6:00p.m at Mid-WI Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

Rev. Allan Kranz adjourned the meeting at 6:49 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary