

**Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, September 28, 2010**

The regular meeting of the MWFLS Board of Trustees was called to order at 6:00 p.m. at West Bend Community Memorial Library, 630 Poplar Street, West Bend, 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, Judith Schaar, Ruth Schmitt, Beverly Schroeder, Juanita Schultz, Dan Stoffel (arrived 6:25 p.m.), 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 .

CORRESPONDENCE & APPEARANCES

Handouts distributed to Board members:

1. September 2010 Trustee Tale Newsletter
2. Breaking the Mold of Library Advocacy Workshop Flyer
3. Trustee Dinner Flyer

MINUTES

A motion was made by Ruth Schmitt and seconded by Alice Ventura to approve the July 27, 2010 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Ruth Schmitt and seconded by Alice Ventura to approve payment of July /August Computer Checks in the amount of \$129,191.97, Manual Checks in the amount of \$8,324.35 and Director requested reimbursement of \$153.61 for a total of \$137,669.93. Motion carried by roll Call vote, all in favor.

**OPERATIONS REPORTS
Director's Report**

- No further information was provided.

Resource Library Committee

- No further information was provided.

Finance Committee

- Deb Bissonnette asked for further explanation in regard to how the \$3,052.00 from the COL decrease from 3% to 2% would be used. Walter explained these funds will be placed in Account #6020 computer equipment replacement fund; if these funds are not expended in 2011 they will be placed into an equity fund balance account designated for computer equipment replacement.

Personnel Committee

- The Personnel Committee will continue to meet to discuss revision of policies.

Director's Council

- Several of the Board members questioned why the patron reading history feature was turned on considering other systems in the State are not using this feature. Walter noted the feature has pluses and minuses. The minus side is the patron privacy issue the plus side allows patrons to view their individual records.

Survey Committee

- No further information was provided

**UNFINISHED BUSINESS
Easement for Electric Line**

It was moved by Ruth Schmitt and seconded by Helen Heinrich that the MWFLS Board of Trustees approve the easement as presented by Alliant Energy and authorize the President to sign said document. Motion carried by voice vote, all in favor.

**Review TE 7 Library Board and Library Personnel
TE 8 Developing the Library Budget**

TE 7: Library Board and Library Personnel

1. The Board hires the director and the director hires the staff.
2. MWFLS Personnel policies should be revised and updated.
3. MWFLS looks at other library systems compensation levels to help determine fair market value of MWFLS positions.

TE 8: Developing the Library Budget

1. No further information was provided.

NEW BUSINESS
2011 Resource Library Contract

- MWFLS State funding increased by 3.19% for 2011. The resource library payment is based on 5.07% of MWFLS State funding; 2010 resource payment is \$43,389.00 in 2011 the contract will increase by \$1,314.00 to \$42,499.00.
- The West Bend library, as part of the resource contract, will take over the MWFLS book lease/DVD service.

It was moved by Ruth Schmitt and seconded by Polly Edgar that the MWFLS Board of Trustees approve the Resource Contract for \$42,499.00 as printed in the September 28, 2010 System Board packet and authorize the President and Secretary to sign said document. Motion carried by roll call vote, all in favor.

2011 Steve's Delivery Contract

- Due to the consistency in gas prices, it was decided to leave the 2011 gas prices at the 2010 contract price.

It was moved by Ruth Schmitt and seconded by Alice Ventura that the MWFLS Board of Trustees approve the 2011 delivery contract for \$183,309.00 with Steve's Delivery service as provided in the September 28, 2010 System Board packet and authorize the signing of the said document by the Board President. Motion carried by roll call vote, all in favor.

2011 Budget

It was moved by Dan Stoffel and seconded by Ruth Schmitt that the MWFLS Board of Trustees adopt the 2011 budget as provided in the September 28, 2010 System Board packet. Motion carried by roll call vote, all in favor.

Fund Balance Designations

- Polly Edgar questioned why \$10,000.00 was being placed in account for a new phone system. Walter informed the board this dollar amount was an estimate.

It was moved by Dan Stoffel and seconded by Jane Colwin that the MWFLS Board of Trustees approve the Finance Committee recommendation of designating retained earnings of \$188,593.00 into the following equity accounts: account #3402 Future ILS adjusted balance of \$337,110.00, account #3404 Parking Lot Replacement adjusted balance of \$9996.87, account #3407 Roof adjusted balance of \$10,000.00, account #3401 Air Conditioning Unit adjusted balance of \$20,000.00, account #3405 Phone System adjusted balance of \$10,000.00.

2011 Division for Libraries Technology & Community Learning (DLTCL) Annual Plan

- Walter received comment from one on the Multi Type Committee members in regard to the annual plan stating concern over the removal of delivery to Dodge Correction Facility on Page #5 under services to users with special needs. MWFLS currently delivers to Waupun Correctional Institute and Fox Lake Correctional Facility. The plan states "facilities", which is incorrect. It was discussed to change facilities to Institute for clarification, and add Dodge Correctional back in. Walter will make the changes.

It was moved by Ruth Schmitt and seconded by Mary Ann Miller that the MWFLS System Board authorize the President and Director to sign the Annual Public Library System Plan and Certification to comply for calendar year 2011 as provided in the September 28, 2010 System Board packet. Motion amended.

It was moved by Mary Ann Miller and seconded by Deb Bissonnette that the MWFLS System Board authorizes the President and Director to sign the Annual Public Library System Plan and Certification to comply for calendar year 2011 with changes to page #5 as discussed. Motion carried by voice vote, all in favor.

**Recommendation from Director's Council Regarding
Project Coordinator Position for 2011**

It was moved by Ruth Schmitt and seconded by Gary Morgenstern to adopt the September 8, 2010 Director's Council recommendation for the SHARE Project Coordinator position for 2011.

- This motion will provide accountability to MWFLS.

Wisconsin Library Association (WLA) Conference

No further information was provided.

Annual Trustee Dinner

The annual trustee dinner will be October 19, 2010 at Old Hickory Country Club. Dinner will begin at 6:00 with the presentation will follow.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, November 30, 2010 at 6:00p.m at Mid-WI Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

Rev. Allan Kranz adjourned the meeting at 7:15 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary