

Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, August 28, 2012

The regular meeting of the MWFLS Board of Trustees was called to order at 6:02 p.m. at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Ruth Schmitt presiding. Ruth Schmitt welcomed Trustees, Staff, and Librarians.

**ROLL CALL**

**MEMBERS PRESENT:** Deborah Bissonnette, Jane Colwin, Polly Edgar, Helen Heinrich, Gary Morgenstern, Dwayne Morris, Janet Negus, Douglas Rakowski, Ruth Schmitt, Beverly Schroeder, Juanita Schultz, Dan Stoffel, Alice Ventura.

**MEMBERS ABSENT:**

**MEMBERS EXCUSED:** J. Loren Gray and Paul Marose

**OTHERS PRESENT:** Roxane Bartelt; Cheryl Becker, Consultant; Sue Cantrell, Director of West Bend; Peg Checkai, Director of Watertown; Royce DeBow, Lakeshores Library System Board President; Jennifer Einwalter, Director of Slinger; Geri Feucht, Director of Horicon; Heather Fischer, MWFLS Public Information Designer; Michael Gelhausen, Hartford; Candy Graulich, Hustisford; Sue Hartwick, Jefferson County Library Board; Kristen Hewitt, Administrator of Lakeshores Library System; Kathy Hookham, Director of Palmyra; Jackie Jacak, MWFLS Business Manager; Bret Jaeger, Director of Waupun; Jessica MacPhail, Director of Racine; Janice Martin, LLS Office Manager; Connie Meyer, Director of Fort Atkinson; Steve Ohs, LLS Library Development Coordinator; Roberta Olson, Director of Germantown; Steve Platteter, MWFLS Automation Services Librarian; Peggy Potter, Director of Randolph; Gerard Saylor, Director of Lake Mills.

CORRESPONDENCE & APPEARANCES

- August 20, 2012 Finance Committee Minutes
- Revised July 31, 2012 MWFLS Board of Trustee Minutes
- Thursday, September 27, 2012 Change in the Workplace Workshop Flyer
- 2013 System Funding; Alteration of System Territory Informational Sheet
- How MWFLS/LLS Merged System Would Look Informational Sheet
- Thank You From Johnson Creek Public Library for the Summer Reading Grant Funds
- August 2012 Trustee Tale
- 2012 Annual Trustee Dinner Invitation

## PUBLIC COMMENT

Geri Feucht, Director of Horicon Public Library, & Sue Hartwick, Jefferson County Library Board member, spoke briefly in regard to the LLS/MWFLS merger issue.

## MINUTES

A motion was made by Helen Heinrich and Beverly Schroeder to approve the July 31, 2012 minutes, including changing "dough" to "Doug" on page #3. 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 July Computer Checks in the amount of \$107,731.49 and Manual Checks in the amount of \$442.60, for a total of \$108,174.09. Motion carried by roll call vote, all in favor.

A motion was made by Dan Stoffel and seconded by Dwayne Morris to approve payment of Cheryl Becker, Consultant, for the month of July, for 6.50 hours, for a total of \$390.00. Motion carried by roll call vote, all in favor.

A motion was made by Deb Bissonnette and seconded by Beverly Schroeder that the MWFLS Board of Trustees accept and place on file the 2011 audit from Winter, Kloman, Moter, & Repp S.C.

## OPERATIONS REPORT

*Director's Council* ~ Jennifer Einwalter, Chair of the Director's Council group, gave a report to the MWFLS Board in regard to the July Director's Council meeting. The Director's Council group discussed the merging issue. Over-all consensus was to hire a director who can lead the system through the merging process.

*Building & Grounds* ~ Juanita Schultz updated the board in regard to projected projects. They are moving more slowly than expected.

*Finance Committee* ~ The committee met 8/20/12 to develop the 2013 budget. Carryover funds from 2012 will need to be used to fill the deficit gap in 2013. The Finance Committee also approved a 3% cost of living for employees and the hiring of a part-time maintenance person. Jackie Jacak will present the 2013 budget to the library directors at the September meeting.

The committee also discussed the MWFLS fund balance accounts. Currently MWFLS has \$75,000.00 in retained earnings that need to be designated. The committee felt it would be best to designate \$20, 00.00 for future computer equipment replacement. The committee would like Steve Platteter to put together a schedule, which would implement these upgrades.

*Ad Hoc MWFLS Director Search Committee* ~ Jane reviewed where the committee is in the process of hiring a new director. The application deadline was August 17, 2012. MWFLS received 12 total applicants; eight made it through the final screening. From those eight, the committee has narrowed it down to four interview candidates. Appointments for the interviews will be made after the August board meeting.

MWFLS staff and trustees, members of the public, and library directors will all be allowed to view the presentation the candidate will have to make. The presentation will be 15 minutes in length about Open Meetings Law.

*SRLAAW Report* ~ Steve Platteter reported about the following SRLAAW items:

1. MWFLS had four library directors participate in the new director boot camp.
2. The system legislative task force will be postponed until the biennium budget cycle occurs.
3. SRLAAW is very interested in the System merger discussion and will look into forming a summit in regard to this topic.

#### NEW BUSINESS

*Discussion of System Merger:*

1. *Presentation by John DeBacher, Director of Public Library Development, Wisconsin Division for Libraries and Technology*
2. *Follow-up Discussion of System Merger Possibilities, Including Discussion of Information Presented by Lakeshores Library System at July 31, 2012 MWFLS Board Meeting*

John DeBacher came to the August meeting to provide information and answer questions that trustees may have in regard to the merging issue. John noted the State does not have the power/authority to force systems to merge together. An option John proposed was hiring an interim director, rather than a permanent System Director. At this time, Deb Bissonnette addressed concerns about hiring a new director and thought the system should discuss hiring an interim further. Helen Heinrich noted that she felt it was in MWFLS's best interest to continue with the process of hiring a new director. After a lengthy discussion, the board felt it was best to move the meeting forward and place the merging issue on the September agenda for further discussion.

It was moved by Jane Colwin and seconded by Alice Ventura that the MWFLS System continue with the search for a new director. Motion carried by voice vote, all in favor.

#### *2013 Annual System Plan*

Jackie Jacak noted the System annual plan is due October 15<sup>th</sup>. This plan will require the signature of a System Director. John DeBacher noted that according to the State Statue, MWFLS is currently out of compliance by not having a grade 1 certified System Director. One option discussed, was to hire Cheryl Becker as interim director to sign the annual plan. Steve Platteter also noted that he is a grade 1 certified librarian and could sign the plan. In the meantime, Steve Platteter, Jackie Jacak, and Cheryl Becker will work on writing the plan.

### *2013 Resource Contract*

The resource contract will remain status quo for 2013 due to no change in State funding. The board requested that the resource library start giving quarterly reports on usage of items included in the contract.

It was moved by Jane Colwin and seconded by Dwayne Morris that the MWFLS Board of Trustees approve the Resource Contract for \$38,249.00 as printed in the August 28, 2012 System Board packet and authorize the President and Secretary to sign said documents. Motion carried by roll call vote, all in favor.

### *Part-time Building & Grounds Maintenance Person*

It was moved by the MWFLS board of trustees to approve the recommendation of the Building and Grounds Committee to hire a part-time maintenance person in 2012, being paid \$12.50 per hour, and working up to 20 hours per month. This employee will be responsible to report to the System Director (in the absence of the Director he/she will report to the Business Manager). Motion carried by roll call vote, all in favor.

It was moved by Dan Stoffel and seconded by Jane Colwin that the MWFLS Board of Trustees approve the recommendation of the Finance Committee to transfer funds from account #73200 Benefits Director in the amount of \$1,650.00 to line item #7009 Wage Part Time Maint in the amount of \$1,100.00, line item #7109 FICA Maintenance in the amount of \$85.00, and #6032 Insurance in the amount of \$465.00 for the year 2012. Motion carried by roll call vote, all in favor.

### *Finance Committee Fund Balance Recommendation*

The Finance Committee at their August meeting discussed the MWFLS equity accounts. Currently MWFLS has \$75,000.00 in retained earning that is undesignated. The committee would like to recommend to the full board to designate \$20,000.00 for future computer replacements.

It was moved by Dan Stoffel and seconded by Dwayne Morris to create a new equity account "computer replacement" designating \$20,000.00 into the account. Motion carried roll call vote, all in favor.

### ADOPT NEXT MEETING DATE & ADJOURNMENT

Dan Stoffel requested a report from the resource library be put on the September agenda, it was also requested the merging of LLS/MWFLS be placed on the agenda for further discussion.

Next meeting will be Tuesday, September 25, 2012 at 6:00p.m at West Bend Community Memorial Library, 630 Poplar Street, West Bend, Wisconsin.

It was moved by Deb Bissonnette and seconded by Helen Heinrich to adjourn the meeting. Ruth Schmitt, Board President, adjourned the meeting at 8:25 p.m.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary