

Minutes of the  
Mid-Wisconsin Federated Library System  
Board of Trustees Meeting  
Tuesday, September 25, 2012

The regular meeting of the MWFLS Board of Trustees was called to order at 6:03 p.m. at West Bend Community Memorial Library, 630 Poplar Street, West Bend, Wisconsin. Ruth Schmitt presiding. Ruth Schmitt welcomed Trustees, Staff, and Librarians.

**ROLL CALL**

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

**MEMBERS ABSENT:**

**MEMBERS EXCUSED:** J. Loren Gray and Janet Negus

**OTHERS PRESENT:** Roxane Bartelt; Sue Cantrell, Director of West Bend; Peg Checkai, Director of Watertown; Jennifer Einwalter, Director of Slinger; Heather Fischer, MWFLS Public Information Designer; Michael Gelhausen, Hartford; Candy Graulich, Hustisford; Jackie Jacak, MWFLS Business Manager; Steve Ohs, LLS Library Development Coordinator; Roberta Olson, Director of Germantown; Steve Platteter, MWFLS Automation Services Librarian.

CORRESPONDENCE & APPEARANCES

- "The Journal Times" article in regard LLS/MWFLS Merger
- E-mail from Doug Rakowski Providing Information on Market Linked CD
- Maturity Notice Letter From M&I Bank in Regard to System CD
- Letter from Horicon Public Library Thanking MWFLS for Funds for Summer Reading Program

PUBLIC COMMENT

No public comment was made.

MINUTES

A motion was made by Helen Heinrich and Deb Bissonnette to approve the August 28, 2012 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 August Computer Checks in the amount of \$53,847.30 and Manual Checks in the amount of \$167.18, for a total of \$54,014.48. Motion carried by roll call vote, all in favor.

A motion was made by Dan Stoffel and seconded by Jane Colwin to approve payment of Cheryl Becker, Consultant, for the month of August, for 10.75 hours, for a total of \$645.00. Motion carried by roll call vote, all in favor.

It was moved Deb Bissonnette and seconded by Polly Edgar to go with the M&I CD for 13 months. Motion carried by roll call vote, all in favor.

## OPERATIONS REPORT

*Director's Council* ~ No further information was provided.

*Ad Hoc MWFLS Director Search Committee* ~ No further information was provided.

*Building & Grounds* ~ Building and Grounds Committee met prior to the MWFLS System Board meeting. The committee is currently working on landscape issues around the building. At their meeting, the committee felt it was best to remove all of the landscaping and start fresh. Some of the vines currently planted are destroying the building. Juanita received an estimate from K&B Landscaping for the removal of all of the landscape. Approximate cost would be \$500.00.

## UNFINISHED BUSINESS

*Part-time Building & Grounds Maintenance Person*

Jackie Jacak informed the board; due to health issues the part-time maintenance person is not able to take the position. The position will be filled once the new director starts.

*Landscaping of Building*

It was moved by Juanita Schultz and seconded by Bev Schroeder that the Building and Grounds Committee see to the removal of all of the shrubs and vines around the building with the cost not to exceed \$1,000.00. Motion carried by roll call vote, all in favor.

## NEW BUSINESS

*2013 System Budget*

Dan Stoffel reviewed the 2013 budget with the MWFLS Board. The budget proposed includes a 3% COL increase for MWFLS staff. For the 2014 budget, Dan will recommend not using carryover funds to balance the budget.

It was moved by Dan Stoffel and seconded by Paul Marose that the MWFLS Board of Trustees adopt the 2013 budget as provided in the September 25, 2012 System board packet. Motion carried by roll call vote, all in favor.

*2013 Annual System Plan*

Steve Platteter, Jackie Jacak, and Cheryl Becker worked on the 2013 plan together. Steve wrote the plan to focus on what is currently happening at the system.

It was moved by Jane Colwin and Dwayne Morris that the MWFLS Board of Trustees authorize the President and Director to sign the Annual Public Library System Plan and Certification to comply for calendar year of 2013 as provided in the September 25, 2012 system board packet. Motion carried by voice vote, all in favor.

### *Signing of the Annual Plan*

It was moved by Jane Colwin and seconded by Helen Heinrich that the MWFLS Board of Trustees approves Steve Platteter to sign the Annual Public Library System Plan on behalf of MWFLS as Interim System Director. Motion carried by voice vote, all in favor.

### *Report from Resource Library in Regard to Statistics on Program Usage*

Sue Cantrell, Director of West Bend Community Memorial Library, presented information on LibraryH3lp, which is an integrated web chat. This program offers patrons the opportunity to ask questions anonymously through the library's website. West Bend has received 108 questions in the last six months. Sue recently sent out an e-mail to all MWFLS directors reminding them about this service and recommended adding the link to their website page.

### *Automation Services Librarian Resignation*

Steve Platteter has tendered his resignation. He has accepted the Directors position with Arrowhead Library System.

The board thanked Steve for his time and service.

### *Closed Session*

It was moved by Deb Bissonnette and seconded by Jane Colwin that the MWFLS Board of Trustees convene into closed session at 7:05 p.m. under Exemption 19.85 (1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Consider employment MWFLS System Director and compensation.

The MWFLS board convened back into open session at 7:56 p.m.

It was moved by Jane Colwin and seconded by Dan Stoffel that the Ad Hoc MWFLS Director Search Committee requests that the MWFLS Board of Trustees authorize the Board President to offer the position of MWFLS Director to candidate choice #1 with the agreed upon offer as soon as possible.

Ruth will call the candidate within 24 hours of the board meeting.

### ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, October 30, 2012 at 6:00p.m at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Dwayne Morris and seconded by Helen Heinrich to adjourn the meeting. Ruth Schmitt, Board President, adjourned the meeting at 8:00 p.m.

Respectfully Submitted,  
Jackie Jacak, Recording Secretary