

Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, August 27, 2013

The regular meeting of the MWFLS Board of Trustees was called to order at 6:03 p.m. at Mid Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin. Ruth Schmitt called the meeting to order. Ruth welcomed Trustees, Staff, and Librarians.

ROLL CALL

MEMBERS PRESENT: Jane Colwin, Polly Edgar, Loren Gray, Paul Marose, Dwayne Morris, Janet Negus, Doug Rakowski, Ruth Schmitt, Juanita Schultz, Sue Smith, Dan Stoffel, William von Rohr.

MEMBERS ABSENT: Beverly Schroeder

MEMBERS EXCUSED: Sarah Butts & Gary Morgenstern

MWFLS STAFF: Sue Cantrell, System Director; Dustin Foust, Library System Services Technician, Jackie Jacak, Business Manager.

GUESTS PRESENT: Amy Becker, West Bend; Peg Checkai, Watertown; Jennifer Einwalter, Slinger; Candy Graulich, Hustisford; Kathy Hookham, Palmyra; Connie Meyer, Fort Atkinson; Roberta Olson, Germantown.

CORRESPONDENCE & APPEARANCES

- "Library System Merger Talks to Continue" article from the West Bend Daily News
- "Big Picture" vs. "Vital Details" trustee dinner flyer
- Steve's Delivery farewell open house invitation
- Appointed merger committee list

MINUTES

A motion was made by Gray and seconded by Negus to approve the July 30, 2013 minutes. Motion carried by voice vote, all in favor.

FINANCIAL REPORTS

A motion was made by Stoffel and seconded by Marose to approve payment of July Computer Checks in the amount of \$45,931.54 and Manual Checks in the amount of \$615.89, and director requested reimbursement in the amount of \$518.38, for a total of \$47,065.81. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

Director's Report

- Mike Gelhausen has been selected as librarian of the year. He will be recognized at the October 2013 Wisconsin Library Association (WLA) conference in Green Bay.
- Cantrell introduced Dustin Foust, newest MWFLS staff member. Dustin was hired as the Library System IT Technician.

Technology Report

- Dustin informed the board that he and Jim Novy will be working on an LSTA grant for a maker space for both systems. The grant would be applied towards the purchase of 3-D printers, supplies, and training.

Finance Committee

- Stoffel reviewed with the board that the 3% cost of living for the director was part of the negotiations during the hiring process in November of 2012. This 3% was to be awarded upon completion of a satisfactory 60 day orientation period. The 2014 salary number was based using the 3% increase.

Director's Council

- No further information.

Personnel Committee

- The committee met prior to the August board meeting.
- The Personnel Committee would like to have placed on the September agenda the approval of the 3% COL increase for the director.
- Jacak noted that the check was already disbursed upon approval from the finance committee.
- The Personnel Committee would also like placed on the September board agenda, to have the chairperson from the personnel, finance and building and grounds committees compile a list of required meeting dates and topics.
- Gray noted that in the future the Personnel Committee should recommend to the Finance Committee what COL or raises employees receive.
- Gray noted the director increase should always come from the personnel committee, and then go to the finance committee.

UNFINISHED BUSINESS

Merge Committee Appointment

- Schmitt made the following appointments: Paul Marose, Dodge County; Jane Colwin, Jefferson County; William von Rohr, Jefferson County; Doug Rakowski, Washington County; Ruth Schmitt, Ex-Officio, Washington County; Dan Stoffel, Washington County.

SRLAAW's Approval of Creating More Effective Public Library System's Document

- Cantrell reviewed key points of the report.
- Colwin questioned what would happen with the report now that it is done. Cantrell informed the board it will go to the DPI who will summarize, make studies needed, and provide an updated report with the changes by June 1, 2014. Those changes will then be recommended to the Legislature.

NEW BUSINESS

2014 Resource Contract

- Cantrell informed the board that the 2014 resource contract decrease reflects the cost of actual services provided by the resource library.

It was moved by Colwin seconded by Morris that the MWFLS Board of Trustees approve the Resource Contract in the amount of \$10,909.00 as printed in the August 27, 2013 System Board packet and authorize the President to sign said document. Motion carried by roll call vote, all in favor.

Finance Committee Recommendation ~ Fund Balance Account Appropriations

- Stoffel reviewed with the board why the transfers will occur within the fund balance accounts.
- Rakowski questioned what would be the specific use of the new "Professional Services" account. Stoffel noted these funds would be used towards professional services, such as an attorney or an accountant, if needed during the merger conversations.
- Rakowski asked if an expense line item should also be created to keep track of any other additional cost that may occur. The finance committee will add that line to the 2014 budget.
- Marose questioned if DPI has any counsel available that could be used at a reduced cost.

It was moved by Stoffel and seconded by Colwin be it resolved per the August 7, 2013 Finance Committee recommendation the full board approve the following fund balance transfers: to rename account #3401 Air Conditioning Unit to HVAC, increasing it to \$30,000.00, an adjustment of \$21,343.62 with funds coming from #3900 Retained Earnings. Account #3409 Computer Replacement fund increase to \$20,000.00, funds coming from #3900 Retained Earnings in the amount of \$5,856.94. Move \$10,000.00 from line item #3600 Personnel cost creating a new account #3410 Professional services. Motion carried by roll call vote, all in favor.

2014 Budget

- Cantrell reviewed the budget with the board.
- Line item #6025 E-content costs are not included in the budget. Cantrell is going to be proposing several options to the library directors at the September Director's Council meeting. Cantrell is recommending to the full board that the System pay 75% of the cost, \$34,738.50, in 2014. She would then like the system to pay 50% in 2015, 25% in 2016, and continue to pay 20% in 2017 and going forward. Gray questioned in 2014 if MWFLS shouldn't pay the full amount out of fund balance funds. Cantrell noted MWFLS is one of the few systems in the State that pays 100% of e-content for their libraries. The board discussed how they would like to handle the expenditure. It was agreed to list it as an expense on the profit and loss. The funds to cover the 2014 expense will come from account #3900 retained earnings. Jacak noted the board will need to remember that these funds are designated, since an account will not be set up on the

balance sheet.

- Line item #6028 Hospitality has decreased. There will no longer be a full meal at the system board meetings. Light snacks will be provided.
- Line item #6039 Overdrive Advantage, the system will continue to pay the full \$15,000.00 for additional e-content.
- The finance committee is recommending a 2% COL increase for staff.

System Charge Cards for MWFLS Director, IT Technician, Business Manager

- The board questioned if the debit card could be increased. Jacak noted, TSB will only allow a \$700.00 limit because it is a business card.

It was moved by Colwin and seconded by Schultz that the MWFLS board approve the President of MWFLS to sign for a MWFLS system charge card, not to exceed more than a \$3,000.00 limit for Sue Cantrell, System Director; Jackie Jacak, Business Manager; and Dustin Foust, Library System IT Technician. This card will be paid in full each month within the guidelines of MWFLS reimbursement policies. Motion amended

It was moved by Stoffel and seconded by Morris that the MWFLS board approve the President of MWFLS to sign for a MWFLS system charge card, not to exceed more than a \$3,000.00 limit for Sue Cantrell, System Director; Jackie Jacak, Business Manager; and Dustin Foust, Library System IT Technician. This card will be paid in full each month within the guidelines of MWFLS reimbursement policies. A report of the expenditures will be provided with the monthly transaction detail. Motion carried by roll call vote, all in favor.

Quality Control Proposal for HVAC Repairs to Building

- Cantrell reviewed the difference between proposal one and two. Proposal two has sensors installed in each room/office which will help monitor temperature when someone is not in there.
- Cantrell also noted that the air exchanger in the building is not working. No outside air is circulating in the building.

It was moved by Colwin and seconded by Rakowski that the board approve option #2, as printed in the August 27, 2013 board packet, in the amount of \$19,570.00 as proposed by Quality Control Service for repairs to heating/cooling of the MWFLS building. Motion carried by roll call vote, all in favor.

2013 Mid-Year Adjusting Entries

It was moved by Stoffel and seconded by Colwin be it resolved, that the MWFLS board approve the mid-year adjusting entries as provided in the August 27, 2013 board packet. Motion carried by roll call vote, all in favor.

Steve's Delivery Farewell Open House

- Cantrell noted engraved key chains have been ordered for Steve and staff.

It was moved by Edgar and seconded by Colwin to purchase Steve Kramer a \$100.00 gift card and the 7 drivers a gift card for \$25.00. Motion carried by roll call vote, 1 aye.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next meeting will be Tuesday, September 24, 2013 at 6:00p.m at West Bend Community Memorial Library, 630 Poplar Street, West Bend, Wisconsin.

It was moved by Gray and seconded by Morris to adjourn the meeting.
Schmitt, Board President, adjourned the meeting at 7:37 p.m.

Respectfully Submitted,
Jackie Jacak, Recording Secretary