

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES
Minutes

Kewaskum Community Hall
9019 Kettle Morane Drive
Kewaskum, WI 530404

Date: July 11, 2024

Call to Order: 6:00 pm

Adjourned: 7:09 pm

- 1. Call to Order:** The meeting was Properly Noticed in accordance with Wisconsin Open Meetings Law. At 6 pm Doane – Board President called the meeting to order.
- 2. Roll Call:** – Tom Doane, Bill Goehring, Jeff Caine, Marietta Bailey, Daniel Lamb, Kay Marose, Deana Neis, Joyce Nelson, Barb Olsen, Maeve Quinn, Wendy Sprenger, and Craig Westfall were present.
Online: John Katzka
Also Present: Riti Grover – MLS, Alison Hoffman – MLS, and Trish Federer – MLS
Absent: Wendy Sprenger, Justin Strom
- 3. Public Comment or Correspondence:** None
- 4. Motion to Approve the July 11, 2024, Agenda:** *Caine moved to approve the agenda for this meeting. Lamb seconded the motion. Motion passed.*
- 5. Motion to Approve the Minutes of the May 9, 2024, meeting:** *Goehring motioned to approve the minutes from the May 9, 2024, meeting. Westfall seconded. Motion carried.*
- 6. Approval the Expenditures for April, May, and June 2024:** *Westfall motioned to approve the Expenditures for April 2024 - \$124,483.50, May 2024 - \$105,272.73, and June 2024 - \$100,272.73 as presented. Nelson seconded the motion. Motion carried.*
- 7. Monarch Library System updates:**
 - a.** Monarch has purchased a projector screen to leave here at the Kewaskum Community Hall.
 - b.** Grover presented the new Staff Report format. The new format provides data visualization of the projects being handled at the office. It also includes the status update of projects and highlights collaboration , news, and important links.
 - c.** 20 Monarch library websites were hacked and down from May 22th to June 10. The primary cause was outdated WordPress versions, themes, and plug-ins. These websites were all under individual library control. To protect the system all websites have been individually inspected, updated, compartmentalized, and will be inspected for updates regularly. Each library is to authorize specific personnel to keep the sites updated. Grover thanked Jorsch and Kondro specifically for their dedication in solving

this situation. Quinn asked the board to be notified directly of incidents that affect the system.

- d. Grover informed the board regarding a disparity in card usage by a member library. In-house card usage had artificially inflated circulation statistics for the annual report. It was found that 30% of their circulation numbers were being created by just two of their cards. This has been corrected.
- e. The WPLC Executive Board approved to cap the Reserves budget line at \$50,000 and to cap the Research and Development line at \$80,000; to allow rollover between both R & D and Reserves, and once both are fully funded, to allow additional excess funds to be used for digital collection purchasing.
- f. South Central Library System has increased the statewide delivery charges for Monarch from \$17,956.00 to \$24,218.00 per year. This is up 34.87%.
- g. The system 2023 audit was started on June 3rd. Grunewald will be invited to the September board meeting to present the findings.
- h. Budget drafting has begun. The Bookmobile Committee will be meeting July 12th to go over their budget draft. On July 18th at the Finance Committee, Grover will be presenting the entire draft budget.
- i. We have been informed that the TEACH Network will begin upgrading each of our library connections from 50mbs to 100mbs.
- j. Grover presented samples of the coupons that will be awarded to participants of the Summer Reading Programs. We will distribute over 44,000 coupons throughout the system for this year's program.
- k. Work on the Five-Year Joint County Bookmobile Plan for 2025-2029 has been started. The Ozaukee and Sheboygan finance administrators have been contacted and will be creating the committees. The committee will have 12 members.
- l. The Monarch Library System Annual Plan will be submitted to the board at the September meeting.
- m. We are also beginning the process of creating the 5 Year System Technology Plan for 2025-2029.
- n. Quinn would like the projects in the system report to be put in order of priority. Lamb would like a one sentence overview of what the project is about. Quinn suggested a glossary of the project descriptions.

8. Committee Reports:

- a. **Executive Committee:** Doane. Committee did not meet.
- b. **Finance Committee:** Westfall
 - i. The Finance Committee will meet July 18th.
- c. **Operations Committee:** Katzka
 - i. The Operations Committee met earlier today.
 - ii. The Compensation Sub-Committee met June 4th and propose making comparisons with some of the state's systems: Milwaukee Federated, Nicolet, Outagamie Waupaca, Wisconsin Valley Federated, WInnefox, and Bridges. We discussed the implementation of a steps system, including grades, and bonus criteria.

iii. *The committee recommends a Motion to adopt the revised proposal and quote from WiLS for the Monarch Library System Strategic Plan. The cost was increased by \$1160.00. The motion was made by Marose and seconded by Quinn.*

1. *Goehring stated the plan should include how services to the Non-librariated communities be enhanced in the future.*
2. *Motion carried.*

d. Bookmobile Committee: Goehring

- i. Goehring reported the committee will be meeting tomorrow, July 12th.
- ii. Grover reported the Bookmobile has been to the County Highway Department garage for preventative maintenance and new tires.

e. New Business: None

f. Next Meeting: The next meeting will be September 12, 2024, at 6 pm here at the Kewaskum Community Center.

g. Caine motioned to adjourn the meeting. Westfall seconded. The Meeting was adjourned.