

Monarch Library System Board of Trustees

Minutes

Monarch Library System
4632 South Taylor Drive
Sheboygan, WI 53081

March 13, 2025

1. **Call to Order;** Doane called the meeting to order at 6:00 pm. The meeting was properly noticed in accordance with Wisconsin Open Meetings Law.
2. **Roll Call:** Doane, Goehring, Bailey, Lamb, Marose, Neis, Nelson, Olsen, Quinn, Strom, and Westfall were present.
Absent: Katzka, Caine, and Sprenger with prior notification.
Also Present: Grover, Federer, Hoffman, MLS Staff.
3. **Public Comment or Correspondence:** There was no public comment or correspondence.
4. **Approval of the Agenda for March 13, 2025:**
 - a. *Marose motioned to approve the Agenda for March 13, 2025. Westfall seconded the motion. Motion carried.*
5. **Approval of the Minutes for February 13, 2025:**
 - a. Second was missing from approval of the minutes for February 13, 2025. Lamb had seconded the motion.
 - b. Katzka was misspelled in 8. Committee Reports, Operations as Zatzka.
 - c. *Goehring motioned to approve the minutes with the above corrections. Motion seconded by Olsen. Motion carried.*
6. **Approval of Expenditures for January and February 2025:**
 - a. Grover presented the Expenditure totals for January as \$336,255.82 and for February 2025 as \$227,423.43.
 - b. *Westfall motioned to approve the Expenditures for January and February 2025. Nelson seconded the motion. Motion carried.*
 - c. Grover read the Expenditures over \$2K report.
7. **Monarch Library System Update:**
 - a. The libraries all completed their Annual Reports. Only Iron Ridge needed a one-week extension.
 - b. Polaris is scheduled to be upgraded to Version 7.7 on Sunday, March 16th.
 - c. Windows 11 upgrades to those computers in the libraries that can be upgraded have been completed. The remaining computers that IT is unable to upgrade, or the libraries are unable to replace before October 2025 will be required to pay Microsoft an extension fee of \$1 for one year, \$2 for two years, or \$4 for 3 years. That will give the libraries up to three years to replace those computers.

- d. The Memorandum of Understanding between the libraries and the Monarch Library System 2020-2024 regarding Access Points, Switches, and Routers was explained. The access points have reached their end of life and will be replaced this year per the agreement. At the beginning of the agreement, each library was assessed a five-year contribution to the Network Replacement Fund to cover the equipment's replacement. The new contributions have been computed and include equipment that has been added since the agreement for replacement at the end of "Cycle 2".
- e. The Infographic Statistics Report for 2024 was presented to the board.
- f. Our Governance and Technology committees have been working on creating an addendum to their agreements with the Monarch Library System. This addendum would cover the libraries' responsibility for discussing any changes in equipment, software, or location that would impact the system's processes well in advance of their purchase or implementation.

8. Committee Reports

- a. Doane reported the Executive Committee did not meet in January or February.
 - i. *Marose moved when completed the 2024 Annual Report be submitted to the entire Board, and upon their inspection, the 2024 Annual Report be approved by the Executive Committee. Nelson seconded the motion. Motion passed.*
- b. Marose reported that the Operations Committee met on March 4, 2025, at 3:30 pm.
 - i. A consensus was reached that the director shall remain cognizant of hire dates in order to have a performance review end before any step or COLA increase is to be awarded to an employee.
 - ii. The Operations Committee recommends changing the following paragraph in the Monarch Library System Employee Handbook, Page 20, Paragraph 2 under Pay and Review Policies, Performance Review:
 - 1. The MLS Director will recommend raises and bonuses to the Operations and Finance Committees. The Operation and Finance Committees will review the recommendations and determine a percentage raise that fits the budget each year. An employee cited as doing an exceptional job could possibly receive a bonus, if approved by the board. Raises will start at the first of each calendar year.
 - 2. The Committee recommends changing the paragraph to read the following: The MLS Director will recommend a COLA raise to the Operations and Finance Committees. The Operations and Finance Committees will review the recommendations and determine a percentage COLA raise amount that fits the budget each year. Cola raises will start at the first of each calendar year.
 - 3. *Marose moved to change the paragraph as recommended. Quinn seconded the motion.*
 - 4. Discussion revolved around the use of bonuses and the removal of the ability to give and mention bonuses. Doane suggested the phrase "The Board has the discretion to give bonuses as they feel appropriate." be placed in the handbook in the appropriate area.
 - 5. *Westfall moved the vote on the open motion to be postponed until the next board meeting. Goehring seconded the motion. Motion passed.*
 - iii. The Finance Committee did not meet.

iv. The Bookmobile Committee did not meet.

9. New Business

- a. *Nelson motioned to renew the Network Replacement Agreement. Westfall seconded the motion. Grover asked the motion be amended to renew the Network Replacement agreement between Monarch Library System and Member Libraries for the five year period between 2025-2029. Westfall seconded the revised motion. Motion carried.*

10. Unfinished Business

- a. Discussion was held regarding the Mission and Vision statement choices.
- i. The original proposals are as follows:
 1. In a collaborative approach to leadership, technology, advocacy, and resources, Monarch Library System supports and enables member libraries to successfully provide enhanced services to their communities with changing times and needs.
 2. Monarch Library System takes pride in being a trusted source of leadership and advocacy to our member libraries while taking a collaborative approach to administrative, technological, and shared resources that inspire our member libraries to successfully serve their communities.
 - ii. It was suggested to change #2 to read – Monarch Library System takes pride in being a trusted source of leadership for our member libraries while taking a collaborative approach to administrative, technological, advocacy, and shared resources that enable our member libraries to successfully service their communities.
 - iii. The Core Focus Team will be meeting on April 24, 2025 for a foundational discussion.
 - iv. *Lamb motioned the board provide suggestions on the Mission and Vision statements in the month of March. Responses will be compiled and shared with the whole board in the first week of April for a poll to gather consensus. The mission and vision statement that gets the maximum votes in that poll will be included in the May packet for board approval. Westfall seconded the motion. Motion carried.*

11. Next meeting: Will be held on May 8, 2025, at 6:00 pm at the Kewaskum Community Center.

12. Motions to Adjourn?

Marose motioned to adjourn the meeting. Nelson seconded the motion. Meeting adjourned at 7:21 pm.