Monarch Library System Board of Trustees

Minutes

Kewaskum Town Hall
9019 Kettle Moraine Drive
Kewasukum, WI 53040

May 8, 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, Katzka, Sprenger, Goehring, Westfall, Marose, Nelson, Olsen, Neis, and Bailey were present.
   Online: Quinn and Strom
   Absent: Caine and Lamb 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 May 8, 2025:**
   a. *Westfall motioned to approve the Agenda for May 8, 2025. Marose seconded the motion. Motion carried.*

5. **Approval of the Minutes for March 13, 2025:**
   a. *Goehring motioned to approve the minutes. Motion seconded by Westfall. Motion carried.*

6. **Approval of Expenditures for March and April 2025:**
   a. *Sprenger motioned to approve the Expenditure totals for March as $134,302.51. Katzka seconded the motion. Motion passed.*
   b. *Sprenger motioned to approve the Expenditures total for April as $101,433.73. Katzka seconded the motion. Motion passed.*

7. **Monarch Library System Update:**
   a. We have been informed the Facilities Grants that were awarded to Port Washington and Reeseville libraries in 2024 will be paid by the IMLS.
   b. DPI and SRLAW have started a library advocacy campaign.
      i. A marketing cohort has been established with a website, tools to provide social media posts, flyers, talking points, and graphics. There are also postcards being produced for distribution to local libraries that patrons can address to their choice of representative. Libraries will send in their addressed cards for the postage to be applied.
      ii. DPI has 19 FTE positions. Of those 16.9 are paid with federal funds. It is unclear how these positions will be compensated if the funds are not forthcoming.

c. Our last State Aid payment for 2025 was received on April 28.

d. Audit 2024 was begun on March 19th. They anticipate completion of the financials in mid-May. The completed audit should be ready for presentation at the July board meeting.

e. The Memorandum of Understanding between Monarch and the system libraries will be sent out to the libraries for signatures in May.

f. Our Governance committee is completing their work on Appendix F, 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.

g. The system's subscription to MessageBee is progressing. We will make a payment of $22,200.00 for our first year. This includes the purchase of 500,000 text message credits, and 100,000 voice notification credits. Monarch will cover these initial costs with the libraries reimbursing the charges for the text and voice messages to their patrons. Carriers will no longer support email to text messages starting June 15th.

h. Grover attended the WAPL conference held in Oshkosh. She attended the WPLC executive board and SRLAW meetings and had productive networking opportunities.

i. Digital library content fees will increase 5% to each library.

j. The Monarch System Office passed their fire inspection.

k. Summer reading program coupons are being ordered for distribution to the libraries.

8. Committee Reports

a. Doane reported the Executive Committee did not meet.

b. Katzka reported the Operations Committee has three recommendations for the board.

i. 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.
    a. Katzka motioned to approve the change, Marose seconded. During discussion it was decided to amend the motion to *The MLS Director will recommend an annual increase to the Operations and Finance*

Committees. The Operations and Finance Committees will review the recommendations and determine a percentage annual increase that fits the budget each year. Annual increase raises will start at the first of each calendar year. Katzka motioned to approve the amended motion, Marose seconded. The motion passed.

ii. Katzka motioned the following sentence to be inserted after the above paragraph in the handbook: *The Board has the discretion to give the Director a bonus upon Annual Review*.

1. Discussion followed and the motion was amended to drop the word bonus and insert Exceptional Performance Award in its place.
2. Katzka amended the motion to *The Board has the discretion to give the Director an Exceptional Performance Award upon Annual Review.* Goehring seconded the amended motion. Motion passed with Marose dissenting.

iii. *Katzka moves the following: The Operations Committee recommends the Finance Committee create a budget line item for an Employee Recognition Fund*. Goehring seconded the motion. Motion passed.

iv. Operations committee announced Joyce Nelson was named Citizen of the Year for Germantown.

c. The Finance Committee did not meet. They plan to schedule a meeting once the state figures are released and the director proceeds with the budget creation.

d. The Bookmobile Committee did not meet.

i. Naomi Mason, a Bookmobile assistant, has resigned effective May 22, 2025.

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 current choice.

1. Mission Statement: Through collaborative leadership, technology, advocacy, and resource sharing, the Monarch Library System emboldens and enables its member libraries to successfully provide enhanced services to their communities.
    a. In discussion it was decided to drop the words “emboldens and” from the statement.

b. Sprenger motioned to accept the Mission Statement as "*Through collaborative leadership, technology, advocacy, and resource sharing, the Monarch Library System enables its member libraries to successfully provide enhanced services to their communities.*" Westfall seconded the motion. Motion passed.

2. Vision Statement: *Innovating and transforming library services*. Motioned by Katzka to accept. Second by Nelson. Motion passed.

11. Next meeting will be held on July 10, 2025, at 6:00 pm at the Kewaskum Community Center.

a. Due to the anticipated content of the next meeting, it was motioned by Westfall the time be changed to 5:00 pm. Sprenger seconded the motion. Motion carried.

b. Doane requested the Kewaskum gratuity be discussed at the next meeting.

12. Adjourn. Marose motioned to adjourn with Westfall seconding the motion. Meeting was adjourned at 7:15 pm