

MONARCH LIBRARY SYSTEM BOARD OF TRUSTEES
Minutes

Kewaskum Community Hall
9019 Kettle Morane Drive
Kewaskum, WI 530404

Date: November 14, 2024

Call to Order: 6:00 pm

Adjourned: 7:15 pm

- 1. Call to Order:** The meeting was Properly Noticed in accordance with Wisconsin Open Meetings Law. At 6 pm Doane called the meeting to order.
- 2. Roll Call:** – Tom Doane, Jeff Caine, Marietta Bailey, Kay Marose, Deana Neis, Joyce Nelson, Barb Olsen, Wendy Sprenger, Justin Strom, Daniel Lamb, and Craig Westfall were present.

Also Present: Riti Grover – MLS, Alison Hoffman – MLS, and Trish Federer – MLS

Absent: John Katzka, Bill Goehring, Maeve Quinn

- 3. Public Comment or Correspondence:** None
- 4. Motion to Approve the November 14, 2024, Agenda:**
 - a. Marose moved to change the order of the Agenda to place the Operations Committee as the first Committee Report before the Executive Committee. Westfall seconded the motion. Motion passed.*
 - b. Westfall moved to approve the agenda as modified. Caine seconded the motion. Motion passed.*
- 5. Motion to Approve the Minutes of the September 12, 2024, meeting:**
 - a. Caine moved to approve the minutes for the meeting on September 12, 2024. Marose seconded the motion. Motion passed.*
- 6. Approval of the Expenditures for September and October 2024:**
 - a. Westfall motioned to approve the Expenditures for September 2024 - \$119,932.54, and October 2024 - \$90,188.09 as presented. Sprenger seconded the motion. Motion carried.*
- 7. Monarch Library System updates:**
 - a.** The 2025 Monarch Library System Annual Plan was approved by the Executive Committee on October 28, 2024. It was submitted and accepted by DPI.
 - b.** The 2025-2029 Monarch Library System Technology and Resource Plan was approved by the Executive Committee on October 28, 2024. The following 5 goals are in the report
 - i. Maximize ILS usability and accessibility and AI enhancements
 - ii. Strengthen and improve IT infrastructure and develop a disaster recovery plan

- iii. Enhance cost efficiency
- iv. Foster communication, collaboration, and continuing education development
- v. Develop the local digital collection
- c. The Monarch Strategic Plan update
 - i. We are in the information collection phase. There has been a meeting with the Library Directors, System staff, and this evening the Board of Trustees.
 - ii. There will also be a Survey going to every stakeholder including Library Staff and our four County Boards.
 - iii. The information gathering should be completed by the end of 2024.
- d. 2026-2030 Ozaukee-Sheboygan Joint County Library Plan update
 - i. Meetings will start in early 2025 with the focus being services and funding for the Bookmobile.
 - ii. There will be 12 members, 6 from each of Ozaukee and Sheboygan counties
- e. Bound copies of the 2023 Monarch Library System Audit were provided for the Board to peruse.
- f. New Catalog by VEGA Discover is receiving good input.
- g. VEGA Program has been implemented in 20+ member libraries. The Aggregate Roll-up Calendar is showcasing their programs on the Monarch website and the Innovative Service Users Group have asked for our input since we are the first in the nation to provide a system wide aggregate calendar. We have been showcased in the Innovate Newsletter for the Development Partners for a consortia version of this software.
- h. Transition of historic digital collections from Rescarta to a cloud server on ContentDM is progressing well.
- i. A draft of a system informational brochure and a new bookmark showing all libraries were presented to the board.
- j. The first installment of the 2025 State Aid should be deposited by December 15th.

8. Committee Reports:

a. Operations Committee:

- i. Marose presented the nominations for the 2025 Slate of Officers: Doane - President, Katzka - Vice President, Sprenger - Treasurer, and Goehring - Bookmobile.
 - 1. *Marose motioned to approve the slate as presented. Westfall seconded the motion. Motion passed.*
- ii. 2025 Resource Library Agreement update:
 - 1. Grover will be meeting with Erickson – SH in March 2025.
 - 2. More granular accountability will be requested, as well as an evaluation of the digital collection.
 - 3. *Marose motioned the 2025 Resource Library Agreement with Mead Public Library be approved. Olsen seconded the motion. Motion passed.*
- iii. *Westfall motioned to enter Closed Session to discuss personnel matters at 6:30 pm. Caine seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*

1. Recommendations for salary ranges, wages adjustment, and bonuses and other relevant recommendations were discussed.
- iv. *Westfall motioned to enter Open Session at 7:03 pm. Caine seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*
- v. *Marose motioned to approve the Operations Committee recommendations made in the closed session for the wages, to be effective 1/1/2025. Lamb seconded the motion. Motion passed.*
- vi. *Marose motioned to adopt a 5 year wage scale for regular Monarch staff employees who have been employed for 5 years or less as recommended by the Operations Committee in closed session. This wage scale to be effective 1/1/2025. Caine seconded. Motion passed.*

b. Executive Committee:

- i. *Sprenger motioned to enter Closed Session to discuss the Director's performance review at 7:06 pm. Marose seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*
- ii. *Caine motioned to enter Open Session at 7:11 pm. Westfall seconded the motion. Doane, Caine, Bailey, Marose, Neis, Nelson, Olsen, Sprenger, Strom, Lamb, and Westfall voted yea. Motion passed.*
- iii. The full Board appreciated the System Director's performance with a huge round of standing applause. Grover thanked them profusely for their support and encouragement.
- iv. *Casine motioned to approve the amended 2025 Winnefox Library System/Monarch Library System Accounting Service Agreement. Westfall seconded the motion. Motion carried.*

c. : Finance Committee:

- i. Westfall reported that the Finance Committee did not meet.

d. Bookmobile Committee:

- i. Goehring reported the Bookmobile Committee did not meet.

e. New Business: None

f. Unfinished Business: None

g. Next Meeting: The next meeting will be February 13, 2025, at 6:00 pm at the Kewaskum Community Center.

h. Adjourn: Caine motioned to adjourn the meeting. Sprenger seconded the motion. The meeting was adjourned.