

Monarch Library System
All Directors Council Minutes
West Bend Community Memorial Library

March 14, 2019

Called to Order 9:35 a.m.

Adjourned 11:00 a.m.

Present: Erin Anders – Fox Lake, Annie Bahringer – Hustisford, Mary Alice Bodden – Theresa, Tom Carson – Port Washington, Elizabeth Daniels – Iron Ridge, Garrett Erickson – Sheboygan, Jen Gerber – Saukville, Lisa Haartman – Bookmobile, John Hanson – Grafton, Alex Harvancik – Horicon, Leslie Jochman – Plymouth, Amanda Kloppman – Mequon, Darci Kraus – West Bend, Lori Kreis – Kewaskum, Nicole Lynaugh – Cedar Grove, Kristen Mielke – Brownsville, Rachel Muchin Young – Mequon, Ann Penke – Lakeland, Patty Peters – Slinger, Linda Pierschalla – Cedarburg, Jackie Rammer – Random Lake, Amy Salminen – West Bend, Trisha Smith – Germantown, Camrin Sullivan - Lomira and Jannette Thrane – Juneau

Present Online: Bret Jaeger – Waupun, Kay Kromm – Reeseville, Sue Mevis – Beaver Dam, Mark Rozmarynowski – Sheboygan Falls and Trixine Tahtinen - Oostburg

Absent: Alixe Bielot – Mayville, Erin Coppersmith – Kohler, Jennifer Einwalter – Hartford, Betty McCartney – Elkhart Lake, Sue Mevis – Beaver Dam and Dawn Murphy - Lowell

Also, Present: Collin Berke – System Staff, Carl Demmin – System Staff, Tom Doane – Board Representative, Heather Fischer – System Staff, Alison Hoffman – System Staff and Lynn Huether- System Staff

1. **Call the meeting to order:** Tom Doane – Monarch Board Representative call the meeting to order at 9:35am
2. **Public Comment and Correspondence:** None
3. **Approval of the agenda:**
 - Rachel Muchin Young - Mequon made a motion to approve the agenda for March 14, 2019. Seconded by Nicole Lynaugh – Cedar Grove. Motion carried.
4. **Approval of the minutes from February 14, 2019:**
 - Amy Salminen – West Bend made a motion to approve the minutes for February 14, 2019. Seconded by Mary Alice Bodden - Theresa. Motion carried.
5. **Monarch System Reports:**
 - A. **Director's Report** – Tom Doane – Monarch Board Representative informed the directors that Amy Birtell – System Director will be out for a year. The board will be hiring an interim director and tonight the board will be reviewing the six candidates resumes. Moreover, Amy Birtell stopped in at the system office on Wednesday and told the staff that she will be having more surgery soon.
 - B. **Other reports as needed** – Lynn Huether – System Staff gave an update on the current delivery issue. Currently we have two employees out on for

medical reasons and an employee quit at the end of February. So, with the help from Route 1 and Route 2 drivers and with Robert Nitsch and Lynn Huether - System Staff we are covering Route 3. The directors were asked to understand that we are doing our best to get the materials to the libraries on a timely fashion. Also, if the director or someone for their staff knows of someone looking for a part-time job have them give the system office a call. Per the discussion it was suggested that we look at an outside service for delivery and hire full-time drivers. Regarding the outside delivery service, we currently have two lease trucks and until the contracts are done, the system will be doing delivery. With hiring full-time drivers, we run in to an issue for coverage of sick days and vacation days.

Alison Hoffman – System Staff gave an update that the renewal of WiLS membership, which is paid by the system for the libraries is coming up in June of 2019. Per the discussion it was suggested that a representative from WiLS give a presentation in person or via webinar to explain what this membership offers to the libraries so that they could better use the options/offers to them. WPLC is working on updating the dashboards to help review the impact of OverDrive Advantage accounts. Also, with people leaving the libraries, someone from the system staff will be contacting the libraries to determine who among our libraries does Advantage account ordering. Regarding the electronic patron card, it has been put on hold. Regarding PLSR – the Steering Committee finalized the report on February 22, 2019 and sent the final report to the state superintendent. It will also eventually be posted on the PLSA website. There will be four meetings plus a fifth meeting that will be online call-in. These meetings are intended to allow people to give feedback about the report. COLAND's main goal is gathering feedback from attendees.

Heather Fischer – System Staff reminded the directors that the order forms for apparel and other items is due March 14, 2019. She will be holding die cut workshops in each county for the summer reading program. If you are interested in hosting a workshop, please contact her. A suggestion was made that a tri-fold brochure be created explaining what available resources and services the system has to offer their patrons. She will work on a tri-fold brochure and make it available for review at a future meeting.

Robert Nitsch – System Staff sent an email regarding the TEACH letter.
Jackie Rammer – Random Lake will send out the link regarding the letter to the directors. This TEACH letter was tabled for the next meeting.

6. Committee Reports:

A. Committee Report – Amanda Kloppman – Mequon presented the Circulation Committee report.

- i. **Recommendation** – That directors set borrowing limits for book club requests. Per the discussion the circulation committee will create guidelines/best practice regarding the book club kits and investigate having the indemand collection used as a book club kit.

- ii. **Representative from Washington County.** The current Washington County representative must step down from the

Circulation Committee. Please contact Amanda Kloppman – Mequon or Lynn Huether – System staff if you are some from your staff is interested on being a member of the Circulation Committee.

iii. **Thanking the libraries** – A special thanks to the libraries that will be hosting the monthly Circulation Committee. Going to the different libraries is helping the committee learn more on what is going happening with other library's circulation staff.

B.ILS Committee Report – Darci Kraus – West Bend presented the ILS Committee report.

i. Recommendation change the wording patrons see for active request to: “Local library materials fill local requests first. You may experience a shorter wait time. Press continue to request the item”
Per the discussion it was suggested that the statement should be reworded.

- Rachel Muchin Young mad a motion that the wording be change to “There are (XX) active requests for this title. You may experience a shorter wait time if your library owns this item. Press continue to place your request”. Seconded by Jen Gerber - Saukville. Motion carried.

7. Other Business –None

8. **New Business** - Tom Carson – Port Washington informed the directors that Ozaukee and Washington Counties are working on holding and event in March 2020 at the Port Washington High School regarding mental health. The group AODA is working on raising funds to bring the author of “A Beautiful Boy”. If you would like more information, contact Tom Carson – Port Washington.

A question was asked that if any directors know of any vendors that offers discounts for used/new furniture or office equipment to share that information with the others.

It was asked if the Standards project would continue – Lynn Huether – System Staff explained that the Standards Project is on the interim director to do list. However, it is listed after the more pressing items. Lynn Huether- System Staff will get the list of the interested libraries and contact them if they are still interest and forward it to the interim director.

9. Other Business

Resource Workgroup – Rachel Muchin Young - Mequon presented a report comparing the pricing of Reference USA versus A to Z databases. Per the discussion the directors would like to see what each database has to offer for the pricing. Rachel Muchin Young - Mequon will contact both vendors to get a trial link so that the libraries can see how they work and the information that they have to offer.

At the next meeting the workgroup will provide a report explaining the type of steam kits they are ordering and what the process will be to request the steam kits from the system office. Per the discussion it was asked if one of the steam kits could be the monster Legos.

Technology Workgroup – Leslie Jochman – Plymouth presented the Technology Workgroup report. They are currently working on getting the websites secure, updated the area at Elkhart Lake Public Library for the network equipment, working on the Blue Host issue just to name a few projects. Contact Robert Nitsch – System Staff with the information on what you would like to be part of the bulk purchase order.

10. Next All Directors Council Meeting: April 11, 2019 at 9:30am at the West Bend Community Memorial Library.

11. Adjourn – Amy Salminen – West Bend made a motion to adjourn the meeting. Seconded by Alex Harvancik - Horicon. Motion carried meeting adjourned at 11:00am