

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

May 9, 2019

Called to Order 9:35 a.m.

Adjourned 11:13 a.m.

**Present:** Annie Bahringer – Hustisford, Alixe Bielot - Mayville, Elizabeth Daniels – Iron Ridge, Jennifer Einwalter – Hartford, Garrett Erickson – Sheboygan, John Hanson – Grafton, Alex Harvancik – Horicon, Bret Jaeger – Waupun, Leslie Jochman – Plymouth, Amanda Kloppman – Mequon, Darci Kraus – West Bend, Lori Kreis – Kewaskum, Nicole Lynaugh – Cedar Grove, Betty McCartney – Elkhart Lake, Kristen Mielke – Brownsville, Rachel Muchin Young – Mequon, Kim Niesing – Plymouth, Linda Pierschalla – Cedarburg, Jackie Rammer – Random Lake, Amy Salminen – West Bend, Leslie Schultz – Slinger, Trisha Smith – Germantown, Camrin Sullivan – Lomira, Trixine Tahtinen – Oostburg and Jannette Thrane – Juneau.

**Present Online:** Erin Anders – Fox Lake, Mary Alice Bodden – Theresa, Alison Hoffman – System Staff, Kay Kromm – Reeseville, Sue Mevis – Beaver Dam, Dawn Murphy – Lowell, Ann Penke – Lakeland, and Mark Rozmarynowski – Sheboygan Falls.

**Absent:** Tom Carson – Port Washington, Erin Coppersmith – Kohler, Jen Gerber – Saukville and Lisa Haartman – Bookmobile.

**Also, Present:** Collin Berke – System Staff, Jennifer Chamberlain – Interim Director, Carl Demmin – System Staff, Tom Doane – Monarch Board Vice President, Heather Fischer – System Staff, Lynn Huether- System Staff and Robert Nitsch – System Staff.

1. **Call the meeting to order:** Tom Doane – Monarch Board Vice President 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 May 9, 2019. Seconded by Jackie Rammer – Random Lake. Motion carried.
4. **Approval of the minutes from April 11, 2019:** Per the discussion the minutes will be amended.
  - Amy Salminen – West Bend made a motion to approve the amended minutes for April 11, 2019 meeting. Seconded by Rachel Muchin Young - Mequon. Motion carried.
5. **Monarch System Reports:**
  - A. **Director's Report** – Tom Doane – Monarch Board Vice President introduced Jennifer Chamberlain as the Interim Director for the Monarch Library System and she will be in the role for one-year starting full time on June 3, 2019.
  - B. **System Youth Service Liaison** – Robert Nitsch – System Staff introduced Kim Niesing – Plymouth as the new Youth Service Liaison for the Monarch Library System. Kim Niesing – Plymouth gave a brief description to the

directors on what her plans are as the liaison for the Monarch Library System and how she plans to keep the libraries Youth Service Staff informed.

- C. Other Reports as Needed** - Robert Nitsch – System Staff informed the directors that if they have any questions regarding their continuing education requirements, please contact him. Lynn Huether – System Staff informed the directors that the system will be receiving a shipment of 100 hard-plastic bins for delivery later this week. Over the next few weeks the goal is to have all libraries using the hard-plastic bins.

**6. Committee Reports:**

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

**Updates and Reminders** – The Circulation Committee have a few questions regarding the Book Club Kits that would be created with items from the In-Demand collection.

1. What type of containers will be used to hold the book club kits?
2. Where will these book club kits be housed?
3. How to reserve a book club kit?
4. What books would be a good fit for a book club kit?
5. The number of books in the book club kit?

- D.** Please contact Amanda Kloppmann or any member of the Circulation Committee would your feedback or suggestion regarding the book club kit issue. The Circulation Committee has set a timeline that the Book Club Kits to be in place by 2020.

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

**i. Final approval for 3 updates to the ILS Committee Standards and a motion to approve the ILS Standards as presented needed to Item 2dii, Item 2h and Item 2o**

- Rachel Muchin Young – Mequon made a motion to approve the 3 updates and the ILS Standards as presented. Seconded by Trixine Tahtinen - Oostburg. Motion carried.

**ii. Reminder that Large Print and Blu-Ray are formats that fall under the ILS Committee Standards for the Holds Reports.**

**iii. Adding a link from Monarch Catalog to a patron-initiated acquisitions from on a library's website (\* optional feature for libraries to utilize – link would be added to the individual library's Monarch catalog page, not the main/generic Monarch Catalog)**

This topic will be discussed more at a future meeting.

**7. Old Business – Reconciliation Payment:**

The director discussed if the reconciliation reports and payments should be done quarterly or yearly.

- Alex Harvancik – Horicon made a motion that the reconciliation payment process be done yearly with the Polaris invoicing and the reconciliation reports be sent out quarterly to the directors. Seconded by Trisha Smith – Germantown. Motion carried.

## 8. Other Business –

**A. Resource Workgroup** – Rachel Muchin Young – Mequon presented that the workgroup did not meet and currently do not have an update on the ordering of the steam kits.

**B. Technology Workgroup** – Leslie Jochman – Plymouth presented that the Technology Workgroup report. The Technology Workgroup is recommending that the libraries agree to the Network Proposal. With the libraries having consistent network equipment it will allow the System IT staff to solve problems quickly, update equipment faster and provide better service to the libraries. Moreover, with the network contingency fund, it will ensure that the libraries can meet future network equipment needs. Over the upcoming Memorial Day weekend, the IT staff will be doing updates on the software. However, we are currently working on the SharePoint help desk ticketing service. If you are having a problem and you sent in a help desk ticket, but you have not heard back within a day it is recommended that you call the emergency IT voicemail number 920-208-4900 x 357. The System IT staff prioritizes all voicemail messages over help desk tickets. The Backup System/File Server project now have committed funds from LSTA and DPI. Just a heads-up Java is now a fee-based system for their updates.

## 9. New Business -

**A. Network Proposal** – Robert Nitsch presented the Network Proposal to the directors. Robert Nitsch – System Staff explained that Monarch Library System would purchase a router, a switch and an access point for each library. Regarding the network contingency portion of the proposal the libraries would be charged an annual amount for six years to help with the replacement of equipment in the future. In addition to the network contingency amount each library would be charged a yearly maintenance amount. However, the yearly maintenance amount is only an estimate on the report, because we are still waiting to hear back from the vendor. Robert Nitsch – System Staff stated that after he receives the information on the yearly maintenance charge from the vendor, an email would out go updating the directors on what the libraries yearly maintenance amount would be. Tonight, at the Monarch Board of Trustee meeting, the Monarch Finance Committee will present the Network Proposal to the full board for approve only if the directors agreed to the proposal.

- Rachel Muchin Young – Mequon made a motion to accept the Network Proposal and the Network Contingency amount for six years and that it be taken to the Monarch Board of Trustee for approval tonight. Seconded by John Hanson – Grafton. Motion carried.

**B. County Fairs/Parades** – Heather Fischer – System Staff informed the directors that we will be having a booth at the Dodge County Fair and Washington County Fair. To

help with the coverage at the fairs, we are looking to have two people be the Co-Chair for each fair. We currently have Annie Bahringer – Hustisford as one co-chair for Dodge County and Trisha Smith – Germantown as one co-chair for Washington County. We do have the booth applications for Ozaukee and Sheboygan Counties, however before applying for the booths at the Ozaukee or Sheboygan County we will need someone to Co-Chair the event. The system IT Staff will be available to help setup/takedown the booth equipment. Also, Lynn Huether – System Staff informed the directors that the delivery trucks will be available for parades. If you are interested in having a delivery truck in your community parade, contact Lynn Huether with the date and details of the parade, so she can make arrangement with the driver/drivers.

- C. Library update** – Garrett Erickson – Sheboygan updated the directors that in a restroom at the Mead Public Library they someone died of an overdose of heroin. Mead Public Library had Employee Assistance Program come in to help the staff regarding this issue.

Betty McCartney – Elkhart Lake informed the directors that the redesigned has been completed at the Elkhart Lake Public Library. Elkhart Lake Public Library will be hosting a Redesigned Grand Opening on May 14, 2019 from 5:00pm to 7:00pm.

- 10. Next All Directors Council Meeting:** June 13, 2019 at 9:30am at the West Bend Community Memorial Library.
- 11. Adjourn** – Rachel Muchin Young - Mequon made a motion to adjourn the meeting. Seconded by Alex Harvancik - Horicon. Motion carried meeting adjourned at 11:13am