Prairie Lakes Library System

Prairie Lakes Library System Board Meeting 2023-3-22

Wed Mar 22, 2023 6:30 PM - 8:00 PM CDT

Matheson Memorial Library - 101 N Wisconsin St, Elkhorn, WI 53121 - Friends Room (2ndFloor)
Virtual Connection Information:Web URL: https://meet.goto.com/151066053Via Phone: +1 (872) 240-3311 – Access Code: 151-066-053

1. Welcome and Introductions
2. Call to Order
   President Annette Smith.

   Called to order by Smith at 6:30 PM.
3. Roll
   Quorum met.
   Members Present: Brace, Coffman (GoToMeeting), Dinnes, Laufenberg (GoToMeeting), Miller (GoToMeeting), Nugent, Rodriguez, Schubring (GoToMeeting), Smith, Tilleros (GoToMeeting), Wilson; Members Absent: Broga, Carillo, Lea, O'Hagan
   Staff Present: Anderson (GoToMeeting), Erickson, Ohs, Platteter; Staff Absent: Dowling, Hudson, Novy, Schultz
   Guests: None.
4. Public Comment Period
   Anyone wishing to address the System Board at this time will be allowed up to 5 minutes. Your subject can be anything whether on the agenda or not. The System Board should not engage in a discussion regarding comments because it was not part of the publicly noticed agenda. Upon conclusion of the public comment period, members of the audience are not allowed further comment unless they are participating in a public hearing or if specifically allowed by a majority vote or consent of the System Board due to involvement in an agenda item.

   None.
5. Declaration of Interests Concerning the Agenda
   Any Trustee wishing to indicate a conflict of interest with any item(s) on the agenda is encouraged to do so at this time.

   None.
6. Presentations or Group Activities (If Any)
   None.

7. Approval of Consent Agenda

Items appearing as part of the consent agenda may be approved in a single motion or withdrawn for individual consideration. Trustees should indicate items to withdraw at this time.

Nugent motioned to approve Consent Agenda. Brace seconded. Motion carried.

a. Previous Meeting Minutes

Included in the packet.

b. Expenditures Report

February check register is included in the packet.

c. Budget to Actual Report

Financial report is included in the packet.

d. FINAL 2023 Prairie Lakes LS Board Meeting Schedule

An updated final meeting schedule is included in the packet.

8. Approval of Any Items Removed from Consent Agenda

Any items withdrawn from the consent agenda for individual consideration may be considered at this time.

9. Informational Reports

a. System Director's Report

Included in the packet.

Ohs recapped his written report and added updates on several current projects.

b. Prairie Lakes Advisory Committee Report

Oral report by Lea/Ohs.

Ohs shared the main themes of the past meeting.

10. Unfinished Business

a. Resolution of Appreciation of Past and Present Stakeholders (Possible Action)

Please use the following URL to submit names of individuals who should receive a copy of the resolution : https://forms.gle/DLurooME7EAHnY8MA. An updated version of the resolution is included in the packet.

Discussed current list of suggested names, brainstormed additions.

Wilson motioned to approve the language of the Resolution of Past and Present Stakeholders as presented in the packet. Miller Seconded. Motion carried.

11. New Business

a. 2022 Annual Reports of the Former ALS and LLS (Possible Action)
Public library systems must complete and file annual reports to DPI on an annual basis per statutes. Approval is recommended.

Miller motioned to approve the ALS and LLS 2022 Annual Reports as presented. Rodrigues seconded. Motion carried.

b. PLLS Budget Revision 2023-1 (Possible Action)
This budget revision consists of an itemized list of recommended budget changes to account for updated vendor information, interest projections, and general corrections. Approval is recommended.

Discussion pertaining to lines 5-3260 and 5-3200 (county sheriff department programs). Group agreed considering quarterly budget revisions makes sense.

Brace motioned to approve the budget revisions as presented. Tilleros seconded. The motion carried.

c. WiLS Memorandum of Understanding for Strategic Planning Facilitation (Possible Action)
Commencement of a strategic planning process during the first year of Prairie Lakes Library System is a key expectation identified in the 2023 annual plan submitted by Prairie Lakes Library System. Approval is recommended.

Discussions pertaining to the project timeline and who might be tapped to serve on this team. Nugent initiated conversation about staff retention and where a salary survey might fit in to the process.

Tilleros motioned to approve the Memorandum of Understanding for Strategic Planning Facilitation with WiLS as presented. Dinnes seconded. Motion Carried.

d. DRAFT PLLS Finance Policies and Procedures (Possible Action)
The draft financial policy document is largely based upon practices that existed prior to the library system merger. Approval is recommended (as written, or modified).

Ohs recapped the written proposed financial policies. A number of possible additions and clarifications were discussed.

- Revise Finance Policies and Procedures to address the list below. Present revised daft with changes in another color.• clarifications on per diem travel,• travel weather cancellations,• board mileage (possibly better suited to bylaws),• board approves auditor,• who approves the directors travel & expenses,• add a floor to Item 9: Unspent Funds.
  Assigned to: Steve Ohs

Due: 04/26/2023

- Gather annual audit quotes from sever other vendors with Jeremy.
  Assigned to: Steve Ohs
  Due: 05/24/2023

e. DRAFT County Funding Agreement Template (Possible Action)

Counties that wish to disburse funding for rural usage to the home library system are required by statute to have an agreement with the system. The agreement template, if utilized for each PLLS member county, would satisfy the requirement. Approval is recommended.

No action following a discussion about a deeper dive into county funding and getting feedback from Counties' Corporate Council before proceeding.

- Get feedback from Racine, Rock, and Walworth County Corporate Councils on the County Funding Agreement Template prior to the May 24th PLLS Board Meeting.
  Assigned to: Steve Ohs
  Due: 05/24/2023

12. Announcements

a. Next Meeting: Wednesday, April 26th @ 6:30 PM

NOTE: Wisconsin Association of Public Libraries (WAPL) annual conference begins on the 26th. System staff may need to attend this meeting virtually.

- Inform all Trustees that the April meeting is virtual. Update any necessary calendars.
  Assigned to: Steve Ohs
  Due: 03/24/2023

- Change May 24th Board Meeting to Matheson Memorial's Community Room. Update any necessary calendars
  Assigned to: Steve Ohs
  Due: 03/24/2023

13. Anticipated Business for Next Meeting

Revised financial policies. Draft of personal leave policies.

14. Adjourn

A motion to adjourn is required.

Adjourned at 7:48 p.m.

Dinnes motioned to adjourn. Rodriguez seconded. Motion carried.

Submitted by Tovah Anderson, March 23, 2023.