

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, October 17, 2011. Headquarters Library, Wausau Room.

Present: Tim Gierl, Ken Day, Katie Rosenberg, Scott Winch, Ralph Illick

Excused: Audrey Ascher, Gary Beastrom, Alison Morrow

Others: Marla Sepnafski, Jim Backus, Mike Hartkopf, Garrett Erickson, Thomas O'Neill, Sharyn Heili, Heather Wilde

The meeting was called to order at 12:05 by Tim Gierl.  
Tim Gierl welcomed visitors to the meeting.

**A motion was made by Katie Rosenberg to approve the minutes from September 19, 2011 meeting. Seconded by Scott Winch. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report. Seconded by Katie Rosenberg. Motion carried.**

Announcements – None

Public Comments – None

President – Would like to start the performance evaluation process in November for the Library Director and have the appraisal finalized by December 1<sup>st</sup>.

Other Board Members - No report

Director's Report – Presented in the Board packet and by Director Ralph Illick.

- Visit from Governor Walker at the Mosinee Branch Library for the read to lead taskforce meeting
- Working with the County Department Heads on the change in how staff will be evaluated going from a traditional step raises to an incentive based model. This will be a process that will take most of 2012.
- Plans for the Book Sale Room and Library Signs were posted for everyone to view. Ralph has chosen the traditional signs to match the building.
- Should hear from the County Board on a County wide conceal carry policy soon.

Board Committees – No report

Friends of the Library – Presented in the meeting packet.

MCPL Foundation – Presented in the meeting packet.

Wisconsin Library Trustees & Friends (WLTF) – Presented in the meeting packet.

Wisconsin Valley Library Service – Marla passed out information on a workshop.

MCPL Mission Statements – Ralph handed out the three choices that the Working to Involve & Inspire Team (WII) came up with. MCPL did some polling at the Wausau Location and on the website. The favorite was to enrich lives by promoting lifelong learning, and by actively providing the community with access to ideas, information, and opportunities to connect.

The Library Board would like to take out the second by from the statement.

**A motion was made by Scott Winch to accept the Mission Statement with the one correction. Seconded by Ken Day. Motion carried.**

MCPL 2012 Budget Review -

Ken would like Ralph to share his critical budget assumption with the County Board. Ralph would like to add that next year is a flat lining year and we're going to have to look for a lot more efficiencies. Will be working on reclassifications and restructuring personnel because 2013 is going to be more difficult.

**A motion was made by Ken Day to accept the 2012 Budget and Critical Budget Assumptions as presented. Seconded by Scott Winch. Motion carried.**

Taskforce Contracts/Memorandums of Understanding -

Ken would like the Library Board to endorse for consideration the contracts/memorandums of understandings so they can go to the County Board for approval before the end of the year. Information & Technology and Corporate Legal documents are still being worked on.

**A motion was made by Ken Day to endorse for consideration the Contracts/Memorandums of Understanding as presented. Seconded by Katie Rosenberg. Motion carried.**

Trustee Education – Effective Board Meetings and Trustee Participation

- Preparation is key
  - Work done before meeting determines value of meetings
  - Agendas done jointly between LD and Board Pres
  - Board members review prior to meeting, prepare questions; results in saving valuable meeting time
- Follow the law
  - Open meetings law requires prior public notice
  - All meetings open to public
  - Closed sessions allowed for special topics (See TE #14 – “Library Board and Open Meetings Law”)
- During Meetings
  - Quick review of agenda to allow for adequate time and necessary modifications
  - Board President presides, allows for questions, balanced discussion, keeps focused on agenda topics, stays on time, assigns appropriate person(s) if follow-through is needed
- Decision-making process must involve the entire board (board president is primarily responsible)
- Meetings are intended for trustees to raise questions and/or concerns for LD and/or staff
- Individual trustee requests or demands discouraged – we are members of a governing body and must act as a body

- Raising concerns/questions allows the board to avoid rushing into action until appropriate full consideration and discussion is given
- Public comment is not required but MCPL does it; keep answers basic and, if necessary, add matter to a future agenda
- Other legal requirements
  - Written meeting minutes taken and made available to public
    - At a minimum, minutes must include trustees present, all motions made, and results of any votes taken
  - Voting
    - Only legally appointed trustees may vote on board matters
    - *Ex officio* members are not legally appointed and cannot vote
    - Trustee Education
  - Meetings are great time for trustee education
  - MCPL Board typically sets aside 10-15 minutes of each meeting to cover this
  - Staff members, outside specialists, elected officials, etc. may be invited to make presentations to the board
- Discussion Questions
  - How could MCPL Board better organize and use our meeting time?
  - How can we encourage all board members to contribute to board discussions?

Next month's Trustee Education Evaluating the Director will be lead by Scott Winch.

Announcements –

Request for Future Agenda Items –

Ken would like to bring the Legal Services document to the Library Board in November.

**A Motion was made by Katie Rosenberg to adjourn the meeting at 1:15. Seconded by Scott Winch. Motion carried.**



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Library Director