

**Marathon County Public Library**

**Director's Report**

**March 2020**

Included here are the "*Director's Activities*", "*Next Month Director's Activities*" and "*Library Projects, Programs, Events*" sections of the March 2020 Marathon County Public Library Director's Report, and agendas/minutes from November 2019 to February 2020.

This also includes agendas and minutes from the 2020 System Task Force. Please visit the Marathon County Public Library website for more information.

**Director's Activities:**

- 2-17-20 MCPL Task Force Meeting #2 to Review System Membership
- 2-17-20 Marathon County Public Library Board of Trustees Meeting
- 2-17-20 Early Years Coalition Steering Committee Meeting
- 2-21-20 County Department Heads Meeting
- 2-21-20 Culture Champions Meeting
- 2-24-20 Policy reviews w/Leah and Matt
- 3-5-20 Monthly agenda meeting with Library Board President
- 3-16-20 MCPL Task Force Meeting #3
- 3-16-20 Marathon County Public Library Board of Trustees Meeting

**NEXT MONTH DIRECTOR'S ACTIVITIES:**

- 3-16-20 MCPL Task Force Meeting #3 to Review System Membership
- 3-16-20 Marathon County Public Library Board of Trustees Meeting
- 3-18-20 LIFE Report Steering Committee Meeting
- 3-20-20 County Department Heads Meeting
- 4-3-20 Toward One Wisconsin Teleconference
- TBD Policy reviews w/Leah and Matt
- TBD Monthly agenda meeting with Library Board President
- 4-20-20 MCPL Task Force Meeting #4
- 4-20-20 Marathon County Public Library Board of Trustees Meeting

**LIBRARY PROJECTS, PROGRAMS, EVENTS:**

Engberg Anderson is working on design plans for upcoming renovations  
@ branch facilities due ongoing delays with main building carpet and roofing repairs.

**UPCOMING CONFERENCES, CONTINUING ED, WORKSHOPS:**

**Toward One Wisconsin**  
**April 28-29, 2020**  
@ Radisson Hotel and Conference  
2040 Airport Drive Green Bay, WI 54313

**ALA Annual Conference Chicago**  
**6-25-20 through 6-28-20**



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**  
of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, November 18, 2019 at 12:00 noon  
Library Headquarters, Wausau Community Room.

AGENDA

- 1. (12:00 p.m.) Call to Order
- 2. Acknowledgement of Visitors
- 3. Approval of Minutes
- 4. Bills and Services Report
- 5. (10 minutes) Public Comments
- 6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
- 7. (10 minutes) Marathon County Literacy Council – For Discussion and Informational Purposes Only
- 8. (20 minutes) Discussion about MCPL Staff Development Day and Marathon County MLK Day On Training – For Discussion and Possible Action
- 9. ( 5 minutes) Update on Renovations Planning with Engberg Anderson – For Discussion and Informational Purposes Only
- 10. ( 5 minutes) MCPL Policy Review – For Discussion and Possible Action
  - Lost or Damaged Library Materials Standard Charged – 10.28
- 11.( 5 minutes) County Annual Evaluations Update – For Discussion and Informational Purposes Only
- 12.( 5 minutes) 2020 MCPL Holidays – For Discussion and Possible Action
- 13.( 5 minutes) Roofing Repairs Update – For Discussion and Informational Purposes Only
- 14.( 5 minutes) L.E.N.A Update – For Discussion and Informational Purposes Only
- 15. Announcements
- 16. Request for Future Agenda Items
- 17. Next Meeting Dates
  - Monday 12/16/2019
  - Monday 01/20/2020
  - Monday 02/17/2020
  - Monday 03/16/2020
- 18. Adjournment

Signed: \_\_\_\_\_

Library Director

\*All times are approximate and subject to change  
"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: H. Wilde  
FAXED DATE: November 12, 2019  
FAXED TIME: 11:36 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, November 18, 2019. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Mai Ger Moua, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Scott Winch, Ralph Illick

Excused:

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 6 visitors

The meeting was called to order at 12:01 p.m. by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting.

**A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the October 21, 2019 meeting. Seconded by Mai Ger Moua. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for October 2019. Seconded by Kari Sweeney. Motion carried.**

#### Public Comments

WVLS Director Marla Sepnafski addressed the MCPL board of trustees regarding WVLS services.

President – Regarding the taskforce. Director Illick contacted Corporation Counsel Corbett. We wanted to make sure that the taskforce was formed correctly. We do have to be appointed by the Marathon County Board. Corporation Counsel suggested we approach someone from the County Board leadership to chair the taskforce and to look for someone from another library system that is similar to ours to serve on the taskforce. We will keep you posted and once the County Board approves the taskforce we can start meeting.

Other Board Members – No Report

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

- We had an aquarium disaster. There was a break in a coupling to the filter. Some of the water went out onto the carpeting, leaving the fish in four inches of water. Staff jumped right in to extract the water from the carpeting as fast as they could. Everyone who help were amazing with their quick reaction and we are happy to report that no fish were lost.

Board Committees – No Report

Friends of the Library – Director Illick reported the recent book sale went very well.

MCPL Foundation – Report included in the packet and Director Illick reported that the Foundation met November 14. There is a fundraising effort coming up, they have taken some new pathways. They did have a conversation about the Marathon County Literacy Council and will be helping out the organization with materials.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet and Board Member Sweeney reported that she is proud of the continuing education workshops WVLS creates for their member libraries.

Marathon County Literacy Council

Connie Heidemann gave a presentation on the Marathon County Literacy Council. They are growing they have an office at the Salvation Army along with Marathon County Public Library.

Discussion about MCPL Staff Development Day and Marathon County MLK Day On Training

As you all know a few years ago County Administration and County Board worked out that we would spend MLK Day On doing inclusivity training. The library also has a training day at the end of September, staff development day. Do we want to take the entire MLK Day On and have a staff development day, this would be two extra days we wouldn't be open. MLK Day On and Staff Development day have different topics. MLK Day On gives library staff the opportunity to interact with the County staff. MLK Day On is also the third Monday of the month along with the Board of Trustees meeting. The meeting can be moved if it works for everyone.

The library employees will have the opportunity to attend MLK Day On and we will plan to have a Staff Development Day.

**A Motion was made by Katie Rosenberg to move the Board of Trustees meeting in January to January 27, 2020. Seconded by Gary Beaström. Motion carried.**

Update on Renovations Planning with Engberg Anderson

Engberg Anderson has some drawings to view for the branches. We will be meeting on November 19 and should have an update at the December meeting.

MCPL Policy Review

- Lost or Damaged Library Materials Standard Charged – 10.28

This is a minor change to the policy. We are adding a bare minimum price.

**A Motion was made by Scott Winch to accept the policy as presented. Seconded by Sarah Thurs. Motion carried.**

County Annual Evaluations Update

Will be finishing self-evaluation by December 1, the final evaluation is due back to Employee Resources by December 31.

2020 MCPL Holidays

**A Motion was made by Katie Rosenberg to accept the 2020 MCPL Holidays as presented. Seconded by Sarah Thurs. Motion carried.**

Roofing Repairs Update

We heard from Craig at Facilities and Capital Management. He is hoping to get bids very shortly for the third floor envelope. He has asked me if I would talk with Kolbe & Kolbe on some help with the windows.

L.E.N.A Update

Pizza will be ordered for graduation on Wednesday and Thursday this week at the library. We will be getting ready for a big action packed spring.

Announcements – None

Request for Future Agenda Items – WVLS Presentation

**A Motion was made by Katie Rosenberg to adjourn the meeting at 12:45 p.m. Seconded by Kari Sweeney. Motion carried.**



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Library Director




COUNTY OF MARATHON  
WAUSAU, WISCONSIN

OFFICIAL NOTICE AND AGENDA

of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, December 16, 2019 at 12:00 noon  
Library Headquarters, Wausau Community Room.

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
5. (10 minutes) Public Comments
6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
7. (30 minutes) WVLS Presentation of Services Offered to Member Libraries – For Discussion and Informational Purposes Only
8. ( 5 minutes) Mosinee Branch Library update on 2<sup>nd</sup> floor Storage – For Discussion and Informational Purposes Only
9. (10 minutes) Baker and Taylor Vendor Changes – For Discussion and Informational Purposes Only
10. ( 5 minutes) Ramp and Pedestrian Signage update on City of Wausau dialog – For Discussion and Informational Purposes Only
11. ( 5 minutes) Task Force to Review System Membership Update – For Discussion and Informational Purposes Only
12. Announcements
13. Request for Future Agenda Items
14. Next Meeting Dates
  - Monday 01/27/2020
  - Monday 02/17/2020
  - Monday 03/16/2020
  - Monday 04/20/2020
15. Adjournment

Signed:   
Library Director

\*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: December 10, 2019

FAXED TIME: 1:07 p.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, December 16, 2019. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Mai Ger Moua, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Ralph Illick

Excused: Scott Winch

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 13 visitors

The meeting was called to order at 12:00 by Sharon Hunter.  
Sharon Hunter welcomed visitors to the meeting.

**A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the November 18, 2019 meeting. Seconded by Sarah Thurs. Motion carried.**

**A motion was made by Kari Sweeney to approve the Bills & Services report for November 2019. Seconded by Gary Beastrom. Motion carried.**

Public Comments – None

President – No Report

Other Board Members – No Report

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

Board Committees – No Report

Friends of the Library – No Report

MCPL Foundation – Director Illick reported the Foundation will meet in January 2020.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – No Report

WVLS Presentation of Services Offered to Member Libraries

WVLS gave a presentation on the services they provide as a system library.

Mosinee Branch Library update on 2<sup>nd</sup> floor Storage

The second floor is mostly used for programming. Access and security is a bit challenging. There are some older materials/items being stored on the second floor of the library. We are working with the city manager and also the Mosinee Historical Society. We would like to have the items that do not belong to the Mosinee library moved to a better place where they will be safe and secure.



Baker and Taylor Vendor Changes

This is for information for after the first of the year. We have always worked to spend current year library book and audio visual money during the course of the year. The challenge this year is our largest book vendor is going through a change, where they have moved to a new warehouse with new personnel. The orders have fallen behind and we won't be spending out all of our book money. In anticipation we will be asking to reallocate the year-end book money to pay for books next year.

Ramp and Pedestrian Signage update on City of Wausau dialog

An email was passed out to the board members. The update on the new RRFB signs would be \$10,000 per sign. Clarification would be needed from the City of Wausau if by law they could not put up the RRFB's in the intersections or whether we could ask our MCPL Foundation for the money for two RRFB's.

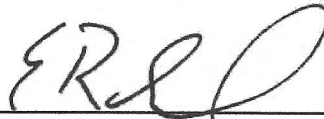
Task Force to Review System Membership update

Met with Corporation Counsel Corbett and he used a templet for charters. He asked us to stay in touch with the Extension, Education and Economic Development Committee. A copy was sent to Sara Guild, per Corporation Counsel. The meetings will have agenda's and will start one hour before the normal Library Board of Trustee meetings. The meetings will run January through June.

Announcements – None

Request for Future Agenda Items – None

**A Motion was made by Sarah Thurs to adjourn the meeting at 12:49 p.m. Seconded by Katie Rosenberg. Motion carried.**



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Library Director

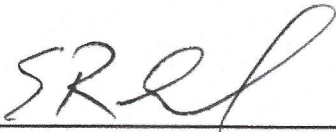


COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**  
of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, January 27, 2020 at 12:00 noon  
Library Headquarters, Wausau Community Room.

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
5. (10 minutes) Public Comments
6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
7. (10 minutes) Interdepartmental Agreements as Related to Budgeting – For Discussion and Informational Purposes Only
8. (10 minutes) Update on Hours of Service Changes and Community Feedback – For Discussion and Informational Purposes Only
9. (10 minutes) Update on Crossing Lights for Pedestrians – For Discussion and Informational Purposes Only
10. (10 minutes) Update on Engberg Anderson – For Discussion and Informational Purposes Only
11. (10 minutes) Update on Task Force – For Discussion and Informational Purposes Only
12. Announcements
13. Request for Future Agenda Items
14. Next Meeting Dates
  - Monday 02/17/2020
  - Monday 03/16/2020
  - Monday 04/20/2020
  - Monday 05/18/2020
15. Adjournment

Signed:   
Library Director

\*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: H. Wilde  
FAXED DATE: January 22, 2020  
FAXED TIME: 10:15 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, January 27, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Katie Rosenberg, Scott Winch, Ralph Illick

Excused: Mai Ger Moua, Kari Sweeney, Sarah Thurs

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, and 6 visitors

The meeting was called to order at 12:00 by Sharon Hunter.  
Sharon Hunter welcomed visitors to the meeting.

**A motion was made by Katie Rosenberg to approve the Board of Trustee minutes from the December 16, 2019 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for December 2019. Seconded by Katie Rosenberg. Motion carried.**

Public Comments – None

President – No Report

Other Board Members – Board Member Winch reported that Stratford will be hosting a L.E.N.A start program starting in February.

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

- Library Legislative Day will be February 11

Board Committees – No Report

Friends of the Library – Director Illick reported the next book sale will be Wednesday, February 5 through Saturday, February 8. There will also be a book sale the third Saturday of every month.

MCPL Foundation – Director Illick reported the next meeting will be in March.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet.

Interdepartmental Agreements as Related to Budgeting

This relates to our meeting with former Administrator Karger and Corporation Counsel Corbett about our carry over funds. It was decided since there will be a new Administrator in the coming months it would be best to table this agenda item. Once the new Administrator is on board, have a meeting with them and the Finance Director to work through the carry over issues.

Update on Hours of Service Changes and Community Feedback

We have successfully changed our hours and got the public notified in advance. There were only a couple interactions with patrons that had comments. Board Member Rosenberg received an email from Pat Peckham asking if we had been in contact with the Salvation Army. The homeless population cannot be in the shelters during the day. He does seem satisfied with the last email which was sent from Board Member Rosenberg. Library Services Manger stated that we had some surprisingly good feedback. The transition went quite well.

Update on Crossing Lights for Pedestrians

Initially thinking based on the initial conversations with Mr. Sippel, we would need to split the costs for the heavy duty flashing light signs. Mr. Sippel notified me that because of the proximity and being so close other traffic devices, it wouldn't warrant the heavy duty light. It was discussed about the possibility of having our Foundation pay the expense for the two lights. He will confirm with me shortly.

Update on Engberg Anderson

Did have a conversation before the December meeting to let them know that because of structure problems and the roof situation it would be better to move forward with the branches first. They are working on the drawings, but we have informed the branches to be ready. We gave them a budget in the vicinity of \$10,000 per branch.

Update on Task Force

We met prior to this meeting regarding roles, responsibilities and timeline. Mr. Eckmann gave a presentation. We will have a long agenda for February. It was determined that the libraries attributes and outcomes will be updated for the moment, specifically to what the task force is looking for.

Announcements –

- The Governor will be here for a press conference at 1:45 today.
- Katie Rosenberg will not be running for County Board in April

Request for Future Agenda Items – None

**A Motion was made by Scott Winch to adjourn the meeting at 12:21 p.m. Seconded by Gary Beaström. Motion carried.**



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Library Director



COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**  
of a meeting of the Marathon County Public Library Board of Trustees,  
Monday, February 17, 2020 at 12:00 noon  
Library Headquarters, Wausau Community Room.

AGENDA

1. (12:00 p.m.) Call to Order
2. Acknowledgement of Visitors
3. Approval of Minutes
4. Bills and Services Report
5. (10 minutes) Public Comments
6. (15 minutes) Reports Regarding Recent Meetings and Communications. For Discussion and Informational Purposes Only. No Action will be taken.
  - A. President
  - B. Other Board Members
  - C. Library Director
  - D. Board Committees
  - E. Friends of the Library
  - F. MCPL Foundation
  - G. Wisconsin Library Trustees & Friends (WLTF)
  - H. Wisconsin Valley Library Service
7. ( 5 minutes) L.E.N.A – For Discussion and Informational Purposes Only
8. (10 minutes) Roof and Structural – For Discussion and Informational Purposes Only
9. (10 minutes) 2019 Annual Report – For Discussion and Possible Action
- 10.(10 minutes) Statement Concerning System Effectiveness – For Discussion and Possible Action
- 11.(10 minutes) Clark Island Proposal by Chamber of Commerce – For Discussion and Possible Action
- 12.(10 minutes) Task Force Update – For Discussion and Informational Purposes Only
13. Announcements
14. Request for Future Agenda Items
15. Next Meeting Dates
  - Monday 03/16/2020
  - Monday 04/20/2020
  - Monday 05/18/2020
  - Monday 06/15/2020
16. Adjournment

Signed: \_\_\_\_\_

Library Director

\*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and

FAXED TO: Other Media Groups

FAXED BY: H. Wilde

FAXED DATE: February 12, 2020

FAXED TIME: 10:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Regular meeting of the Marathon County Public Library Board of Trustees, Monday, February 17, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Gary Beastrom, Katie Rosenberg, Kari Sweeney, Sarah Thurs, Scott Winch, Ralph Illick

Excused: Mai Ger Moua

Others: Matthew Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Mark Arend, Ann Hamland, Joshua Klingbeil, Marla Sepnafski

The meeting was called to order at 12:02 by Sharon Hunter.  
Sharon Hunter welcomed visitors to the meeting.

**A motion was made by Sarah Thurs to approve the MCPL Task Force Library System Inquiry minutes from the January 27, 2020 meeting. Seconded by Scott Winch. Motion carried.**

**A motion was made by Kari Sweeney to approve the Board of Trustee minutes from the January 27, 2020 meeting. Seconded by Gary Beastrom. Motion carried.**

**A motion was made by Scott Winch to approve the Bills & Services report for December 2019 and January 2020. Seconded by Gary Beastrom. Motion carried.**

Public Comments – None

President – No Report

Other Board Members – No Report

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

Board Committees – No Report

Friends of the Library – Director Illick reported the Friends held another book sale and this was the first sale that preceded a monthly Saturday sale.

MCPL Foundation – Director Illick reported the Foundation will be meeting in March.

Wisconsin Library Trustees & Friends (WLTF) – No Report

Wisconsin Valley Library Service – Report included in the packet. Board Member Sweeney reported that there was a meeting in January and the Library Legislative Day was held on February 11 in Madison.

L.E.N.A.

The sessions are now 10 weeks instead of 13 weeks, some of the information has been consolidated. We have a total of six cohorts meeting around the county in five locations.

### Roof and Structural

We did receive an estimate back from Kolbe for \$131,000 for commercial grade windows on the third floor. We would need to put out a request for bids. Craig from Facilities and Capital Management Department is compiling bids for the different aspects of the roof repairs.

### 2019 Annual Report

The annual report was completed with one item to note. A compliance question asked if all monies allocated for library use were spent under the control of the Library Board. For the first time the box was not checked, meaning control of all maintenance funds allocated were held and spent by the Facilities and Capital Management Department without our input. County Administration was made aware of the issue and will work toward a resolution.

**A Motion was made by Scott Winch to accept the 2019 Annual Report as presented. Seconded by Gary Beastrom. Motion carried.**

### Statement Concerning System Effectiveness

**A Motion was made by Kari Sweeney to accept the Statement Concerning System Effectiveness as presented. Seconded by Sarah Thurs. Motion carried.**

### Clark Island Proposal by Chamber of Commerce

This would be the former WI Public Service utilities building. The Chamber of Commerce is working with a local developer and NTC to put in an innovation center which would include a FabLab. The library was asked if we would like to work as a community partner on this project. We could do our own level of programming on this project to introduce all ages to move in the direction of the technology available at the FabLab.

No motion was made

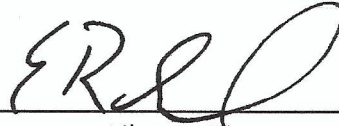
### Task Force Update

The task force met prior to the Board of Trustees meeting, Mark Arend will be the Chair of the committee and Gary Beastrom will be the Vice Chair. The attributes and outcomes were reviewed and it was discussed how to move forward with technology.

Announcements – None

Request for Future Agenda Items – None

**A Motion was made by Katie Rosenberg to adjourn the meeting at 12:36 p.m. Seconded by Sarah Thurs. Motion carried.**

A handwritten signature in black ink, appearing to be 'ERL', written over a horizontal line.

Library Director

Note: These minutes subject to approval at the next Library Board meeting scheduled for March 16, 2020.





COUNTY OF MARATHON  
WAUSAU, WISCONSIN

**OFFICIAL NOTICE AND AGENDA**

of a meeting of the Marathon County Public Library Task Force Library System Inquiry,  
Monday, January 27, 2020 at 11:00 a.m.  
Library Headquarters, Wausau Community Room.

AGENDA

- 1. (11:00 a.m.) Call to Order
- 2. ( 5 minutes) Public Comments
- 3. (10 minutes) Introductions of Task Force Members
- 4. (10 minutes) Review and Approval of Task Force Topics and Timeline
- 5. ( 5 minutes) Take Force Member Roles
- 6. (10 minutes) Meeting Procedures – Any Specific Requests or Concerns
- 7. (10 minutes) Dave Eckmann, President and CEO of the Greater Wausau Chamber of Commerce
  - How We Attract and Retain the Best Possible Workforce
- 8. February’s Topic: Technology
- 9. Adjournment

Signed: *Sharon Hunter*  
Library Board President

\*All items on the agenda are considered action items, regardless of action taken.

\*All times are approximate and subject to change

"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: H. Wilde  
FAXED DATE: January 22, 2020  
FAXED TIME: 10:15 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, January 27, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Mark Arend, Gary Beastrom

Excused: Rebecca Frisch, Shannon Schultz, Scott Winch

Others: Ralph Illick, Leah Giordano, Thomas O'Neill, Heather Wilde, and 6 visitors

The meeting was called to order at 11:03 by Sharon Hunter.  
Sharon Hunter welcomed visitors to the meeting.

#### Public Comments

Joshua Klingbeil had a question on the clarity of the questions and the process of the task force. Sharon Hunter, Library Board President, explained that it will be your personal evaluation in terms of what you feel are the skills and strengths of what your staff bring to your system.

#### Introductions of Task Force Members

Sharon Hunter: the current President of the Library Board. I worked with the Department of Public Instruction for 40 years as a supervisor in the local office and was a longtime library user.

Mark Arend: recently retired from the Winnefox Library System as the system director. I handled the day to day administration of the system and also worked closely with the county libraries.

Gary Beastrom: current member of the MCPL Board and also representing Marathon County as a County Supervisor.

Shannon Schultz: is with the Department of Public Instruction as a Public Library Administration Consultant in the Public Library Development Sector Section.

Rebecca Frisch: is the Director of Marathon County Conservation, Planning and Zoning (CPZ).

Scott Winch: current member of the MCPL Board and also the Superintendent of the Stratford School District.

When we were looking to put the task force together, we worked with Corporation Counsel Corbett. We received approval to put together a task force that would be open minded and willing to learn about two different systems.

#### Review and Approval of Task Force Topics and Timeline

We will be meeting until June. In January we had hoped to talk about Attracting and Retaining Employees. When looking at library systems, does system membership impact MCPL's ability to attract and retain exceptional employees?

- February our goal is to talk about technology. What are the capabilities of each system for identifying, promoting and supporting existing and emerging technologies to ensure that Marathon County Public Library is positioned to be an industry leader in Wisconsin.
- March we will talk about the financial aspect, both cost and benefit.
- April we will talk about Innovation, Organization Excellence

- May we will talk about the System Governance
- June we will talk about the service to customers internal and we will also do a SWOT analysis and summary. We will take our pros and cons to the Library Board in June or July. If we would like a tour of the facilities we can do that at any time.

Arend: commented that if a library wants to leave a system, they have to give notice before the end of June of the year ahead. Director Illick: should the Library Board determine that our best avenue be to change systems we weren't thinking that we would make it by January 2021. If we took one year from June 2020 it would give all parties involved enough time.

#### Task Force Member Roles

Shannon Schultz: as the public library administration for the state, I am uniquely authorized interpret Chapter 43. Therefore, I think my strongest contribution is to offer input on all system governance and legal aspects of this process, not just in the selection of a library system but in any transitions that may occur, if that path is chosen. I also bring a statewide perspective to the discussion, as I am connected to and work with all of the library systems. Further, as a DPI staff member I have access to a lot of resources and data on all of the systems. Finally, as a former director of an SCLS member library, I bring experience and familiarity with a system that perhaps others at the table do not possess.

Rebecca Frisch: likes to take copious notes, is willing to coordinate with Heather and share my notes with her as she prepares the meeting minutes. This will help us in the end with our recommendation and decision as we move along. She is also a director of the Marathon County departments and on the leadership team.

Mark Arend: started career at Beaver Dam library and for the last 19 years I have been at the Winnefox Library System. I handled the day to day administration and know the workings of the system very well. I know how different every system is and how difficult it can be to analysis or compare apples to apples. I have a passing familiarity with all of the library systems in the state through working with the system directors over the last 18 years.

Gary Beaström: I would like to stay open minded and evaluate both systems and see what they can bring. Help to make a recommendation at the end in June once we have gone through all of the information and see what seems to be the best fit.

Sharon Hunter: I feel that is my role. I am really anxious to learn about the library systems. I am looking at this as a learning opportunity and also to be open-minded and determine what is best for our library.

We had to write up a Mission Statement, a Membership and Duties Responsibility for the County. We will be meeting monthly and at our meetings data will be collected to help us prepare a comprehensive list of pros and cons regarding whether the Marathon County Public Library should move to South Central Library System or remain with the Wisconsin Valley Library System. We will formulate a recommendation to the library board regarding that ultimate question.

### Meeting Procedures – Any Specific Requests or Concerns

We will follow Roberts Rules of Order. Director Illick mentioned before that as a task force that we could decide who should chair the committee. There was some thought about possibility of Arend being the chair.

Arend: would need a quorum to decide this. I would be willing to chair the committee if it is the committee's desire.

Hunter: this will be on the agenda for February and we will work together to formulate the next agenda.

### Dave Eckmann, President and CEO of the Greater Wausau Chamber of Commerce

- How we Attract and Retain the Best Possible Workforce

Wausau Region Chamber of Commerce President and CEO Dave Eckmann addressed the Task Force, speaking on the topic of the importance of attracting and retaining excellent employees. Mr. Eckmann noted that it is critical to the growth and vitality of the Greater Wausau region that we embrace change, and that we reckon with the realities associated with a shrinking population base. Mr. Eckmann noted that the region has many positive characteristics that can attract new people and businesses, but he emphasized that in order to move growth in a positive direction we will all need to leave our old paradigms behind and recognize that the status quo is insufficient. He said that the chamber believes that MCPL is a wonderful community resource, and that we are very much a part of the change that needs to happen in the region to ensure growth and viability in the future.

Arend: does the library have a strategic plan or a plan where you want services to be in five to ten years? Director Illick: we have operated off of our Attributes and Outcomes. These were developed to take the place of a strategic plan. Arend, could the committee have something in writing on where you would want to go. The most important issues will be what you will need from the library system for support to get to where you want to be.

### February's Topic: Technology

February's topic will be technology. We will also look at Leadership and possibly at your recommendation. We should have some future goals from the library.

### Adjournment

**A Motion was made by Gary Beaström to adjourn the meeting at 11:41 a.m. Seconded by Mark Arend. Motion carried.**



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Library Board President

Note: These minutes subject to approval at the next Library Board meeting scheduled for February 17, 2020.



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Task Force Library System Inquiry,  
Monday February 17, 2020 at 11:00 a.m.  
Library Headquarters, Wausau Community Room.**

**AGENDA**

1. Call to Order
2. MCPL Board President Statement regarding: Public Comments
3. Election of Task Force Chair and Vice Chair
4. MCPL Attributes and Outcomes Review
5. Approval of Task Force Topics by Quorum (see January 27 minutes)
6. Library System Team Strengths and Assets Question: Review of WVLS and SCLS Responses
7. 5 year Technical Goals for MCPL Relative to Attributes and Outcomes (to include staff conversations).
  - Goals:
    - Our RFID System is nearing end of life. Next steps?
    - Technology Upgrades (hardware, software) capacity for support.
    - Emerging Technology we will need consulting support
8. Adjournment

Signed: /s/ Sharon Hunter  
Library Board President or Designee

**\*NOTICE - Pursuant to Wis. Stat. Section 19.84(2) and (3), notice is hereby given to the public that a quorum of the Marathon County Public Library Board of Trustees may be in attendance. No action will be taken will be taken.**

**\*All items on the agenda are considered action items, regardless of action taken.**

**\*All times are approximate and subject to change**

**"Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the Library Administration Office at 715-261-7213."**

FAXED TO: Wausau Daily Herald, City Pages, and  
FAXED TO: Other Media Groups  
FAXED BY: H. Wilde  
FAXED DATE: February 12, 2020  
FAXED TIME: 10:30 a.m.

NOTICE POSTED AT COURTHOUSE

BY: \_\_\_\_\_  
DATE: \_\_\_\_\_  
TIME: \_\_\_\_\_

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, February 17, 2020. Library Headquarters, Wausau Community Room.

Present: Sharon Hunter, Mark Arend, Rebecca Frisch, Gary Beastrom, Scott Winch (11:22 a.m.), Shannon Schultz (remote)

Excused:

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Ben Deitz, Ann Hamland, Joshua Klingbeil, Marla, Sepnafski, Stacy Stevens, and 1 other visitor

The meeting was called to order at 11:00 by Sharon Hunter. Sharon Hunter welcomed visitors to the meeting.

MCPL Board President Statement regarding: Public Comments  
No discussion on this agenda item.

Election of Task Force Chair and Vice Chair

**A motion was made by Sharon Hunter to nominate Mark Arend as Chair. Seconded by Rebecca Frisch. Motion carried.**

**Rebecca Frisch nominates Gary Beastrom as Vice Chair. Seconded by Sharon Hunter. Motion carried.**

MCPL Attributes and Outcomes Review

Director Illick was asked how the attributes and outcomes were developed. In-between 2011-2013 these were topics which were built upon by the Library Board as a process to use for strategic planning tools.

Arend: the main points are; access to information and resources, lifelong learning and enrichment, technology, awareness of community needs, fiscal management, public image, community gathering place, and learning environment.

Approval of Task Force Topics by Quorum (see January 27 minutes)

- February our goal is to talk about technology. What are the capabilities of each system for identifying, promoting and supporting existing and emerging technologies to ensure that Marathon County Public Library is positioned to be an industry leader in Wisconsin.
- March we will talk about the financial aspect, both cost and benefit.
- April we will talk about Innovation, Organization Excellence
- May we will talk about the System Governance
- June we will talk about the service to customers internal and we will also do a SWOT analysis and summary. We will take our pros and cons to the Library Board in June or July. If we would like a tour of the facilities we can do that at any time.

Consensus of Topics, no formal approval

Library System Team Strengths and Assets Question: Review of WVLS and SCLS Responses

The task force discussed the responses received from Wisconsin Valley Library System and South Central Library System.

5 year Technical Goals for MCPL Relative to Attributes and Outcomes (to include staff conversations).

- Goals:
  - Our RFID System is nearing end of life. Next steps?
  - Technology Upgrades (hardware, software) capacity for support.
  - Emerging Technology we will need consulting support

Questions will be sent to the two systems to help the task force understand what information is needed for the technology goals.

Adjournment

**A Motion was made by Rebecca Frisch to adjourn the meeting at 11:57 a.m. Seconded by Sharon Hunter. Motion carried.**

**/s/ Mark Arend**

Committee Chair or Designee

Note: These minutes subject to approval at the next Marathon County Public Library Task Force Library System Inquiry meeting scheduled for March 16, 2020.