



**COUNTY OF MARATHON  
WAUSAU, WISCONSIN**

**OFFICIAL NOTICE AND AGENDA**

**of a meeting of the Marathon County Public Library Task Force Library System Inquiry,  
Monday May 18, 2020 at 11:00 a.m.  
Library Headquarters, Wausau Community Room.**

The meeting site identified above will be open to the public. However, due to the COVID-19 pandemic and associated public health directives, Marathon County encourages Library Task Force members and the public to attend this meeting remotely. To this end, instead of attendance in person, Library Task Force members and the public may attend this meeting by **computer or telephone conference**. If Library Task Force members or members of the public cannot attend remotely, Marathon County requests that appropriate safety measures, including adequate social distancing, be utilized by all in-person attendees. Persons wishing to attend the meeting by computer or phone may log or call into the **conference beginning five (5) minutes prior to the start time indicated above using the following website: <https://global.gotomeeting.com/join/860403261> or number: [1-866-899-4679](tel:1-866-899-4679). Access Code for dialing in: 860-403-261.**

When you enter the conference, **PLEASE PUT YOUR COMPUTER AND PHONE ON MUTE!**

**AGENDA**

1. **Call to Order**
2. **The Public Comment portion of the agenda has been temporarily suspended, pursuant to Marathon County Resolution # R-29-20, dated April 21, 2020, because the technology necessary to afford the public the opportunity to address the County Board, or its subgroups, during public Comment is difficult to guarantee, if a large number of individuals have elected to call in.**
3. **Approval of Minutes**
4. **Review of System Membership Costs Spreadsheet**
5. **Review of S. Schultz' Statistical Report**
6. **Discussion of June Topic: Innovation, Organization Excellence**
7. **Revised Future Meeting Dates and Topics:**
  - **June 15: Innovation, Organization Excellence**
  - **July 20: System Governance**
  - **August 17: Service to Customers Internal and SWOT Analysis and Summary**

8. Adjournment

Signed: /s/MarkArend  
Committee Chair 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.

\*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: WausauDailyHerald,CityPages,and

FAXED TO: OtherMediaGroups

FAXED BY: H.Wilde

FAXED DATE: May13,2020

FAXED TIME: 2:45p.m.

NOTICE POSTED AT COURTHOUSE

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

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

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

Meeting of the Marathon County Public Library Task Force Library System Inquiry, Monday, March 16, 2020. Library Headquarters, Wausau Community Room.

Present: Mark Arend, Gary Beastrom, Rebecca Frisch, Sharon Hunter, Shannon Schultz (remote)

Excused: Scott Winch

Others: Ralph Illick, Matt Derpinghaus, Leah Giordano, Thomas O'Neill, Heather Wilde, Marla Sepnafski, Joshua Klingbeil, Anne Hamland (remote), Kris Adams Wendt (remote), Sonja Ackerman (11:13 a.m.)

The meeting was called to order at 11:00 by Mark Arend.  
Mark Arend welcomed visitors to the meeting.

Public Comments - None

Approval of notes and minutes of previous two meetings

**A motion was made by Sharon Hunter to approve the MCPL Task Force Library System Inquiry notes from January and minutes from February. Seconded by Gary Beastrom. Motion carried.**

Review of System Statistical Comparison

Shannon Schultz had pulled together information from the 2019 Annual Report data for the two library systems. The document handed out shows a brief comparison of both systems. The information compared was; Total Municipal Population, Total Population, Number of Libraries, Books in Print, E-Books, Total Holdings, MCPL % of System Holdings.

The Number of Library Locations will be added to the document along with a better understanding of E-Books numbers.

Review of System Answers to Technical Questions

The task force reviewed the answers submitted by both library systems.

Library Director was asked to have library staff determine our vision and how the answers from the library systems fit into the vision for MCPL.

Review of System Answers to Financial Questions

This agenda item will be discussed in April.

Discussion of April Topic: Innovation, Organization Excellence—What Information would the committee like to have for the April meeting?

Questions will be sent to the two systems to help the task force understand the information.

FutureMeetingDatesandTopics:

- April 20: Innovation, Organization Excellence
- May 18: System Governance
- June 15: Service to Customers Internal and SWOT Analysis and Summary

Adjournment

**A Motion was made by Rebecca Frisch to adjourn the meeting at 11:53 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 May 18, 2020.

Meeting of the Marathon County Public Library Board Review of WISCONSIN RESPONSE 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

~~Meeting of the Board of Directors/ Public Question Review of WLS and SCB Responses Monday, February 17, 2020. Library Headquarters, Wausau Community Room.~~

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

5yearTechnicalGoalsforMCPLRelativeToAttributesandOutcomes(toincludestaff 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/MarkArend**  
Committee Chair or Designee

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.

#### PublicComments

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.

#### IntroductionsofTaskForceMembers

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.

#### ReviewandApprovalofTaskForceTopicsandTimeline

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.

#### TaskForceMemberRoles

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 Beastron: 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 Beastron to adjourn the meeting at 11:41 a.m. Seconded by Mark Arend. Motion carried.**

**/s/ Mark Arend**

Committee Chair or Designee

