

AGENDA  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Monday, November 26, 2012  
5:30 P.M.

1. Call to Order
2. Approval of Minutes (action requested)
  - a. Regular Board Meeting (October 22, 2012)
3. Approval of Financial Management Report (action requested)
  - a. October 2012
4. Approval of Bills/Check Register (action requested)
  - a. MPL Operating/Budget with the City of Manitowoc (November 2012)
  - b. MPL Foundation/Checking Account (November 2012)
5. Public Comment (General Comment on Issues Germane to the Operation of the Library)
6. Correspondence (Review of Correspondence Germane to the Operation of the Library)
  - a. Patron comments
7. Committee Reports
  - a. Personnel
8. **Director's Report**
  - a. Manager Highlights
9. New Business
  - a. Meeting Room Policy revisions (possible action)
  - b. Request to transfer funds (\$31,864) from Library fund balance (undesignated reserves) to Automation Computer Supplies (57310-531910) (possible action)
  - c. Holiday Schedule and Service Hours for 2013 (possible action)
  - d. Review Job Descriptions for Materials Manager and Assistant Materials Manager (possible action)
  - e. Revisions to Employee Policy Manual (possible action)
  - f. Review Paid Time-Off Benefits for Exempt Employees and Professional Librarians (possible action)
10. Old Business
  - a. Growing Librarians Campaign (possible action)
  - b. Discussion of Board authority regarding the June 2012 transfer of \$50,028 (possible action)
  - c. 2013 Budget Appropriation (discussion)
11. Convene in Closed Session

Notice is hereby given that the above governmental body will adjourn to a closed

session as authorized by **Wis. Stat. 19.85 (1)(c)** for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and **Section 19.85 (1)(e)** and **Section 111.70** for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The specific subject matter which will be considered in the closed session is the following:

- a. Discuss performance of staff in consideration of layoffs and reorganization of work assignments
- b. Establish salary ranges for Materials Manager and Assistant Materials Manager
- c. Response to “Notice of Intent: from AFSCME Local 731”

12. Reconvene in Open Session

13. Adjourn

**Next regular meeting:  
December 17, 2012 at 5:30 p.m.**