

AGENDA  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Monday, November 28, 2016  
5:00 P.M.

*The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through our services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.*

1. Call to Order
2. Approval of Minutes (*action requested*)
  - a. Finance Committee Meeting (October 24, 2016)
  - b. Regular Board Meeting (October 24, 2016)
  - c. Personnel Committee Meeting (November 22, 2016)
3. Approval of Budget Status Reports (*action requested*)
  - a. October 2016 – Fund 2810
  - b. October 2016 – Fund 2813
4. Approval of Bills/Check Register (*action requested*)
  - a. MPL Operating/Budget with the City of Manitowoc (November, 2016)
5. Public Comment (Persons wishing to address the library board may notify the board president and/or library director prior to the meeting at which they intend to speak)
6. Correspondence
  - a. Letter from patron regarding closed on Thursday's
7. Director's Report
  - a. Manager Highlights
  - b. Monthly Statistics
8. Committee Reports
  - a. Personnel Committee (Trustee Thennes) – report on November 22, 2016 meeting
  - b. Finance Committee
  - c. Buildings Committee
  - d. Long-Range Planning Committee
  - e. Nominating Committee
9. New Business
  - a. 2017 Holiday Schedule (*action requested*)
  - b. Request to reschedule December meeting to Monday, December 19, 2016 (*action requested*)

- c. Evaluate transitioning 19 hour/week clerks to 20 hour/week clerks (*action requested*)
- d. Request approval to make budget corrections to the 2017 budget (*action requested*)

10. 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. The specific subject matter which will be considered in the closed session is the following:

- a. Request approval of modification to *Literacy Consultant Service Agreement* for interim coverage of Adult One-to-One Literacy program
- b. Review request by employee to include previous years of employment to apply toward vacation total accrual

11. Reconvene in Open Session

12. Possible action on subject matter considered in Closed Session (*possible action*)

13. Adjourn

**Next regular meeting: TBD**