

AGENDA
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
Monday, November 22, 2010
5:30 P.M.

1. Call to Order
2. Approval of Minutes (*action requested*)
3. Approval of Financial Management Report (*action requested*)
4. Approval of Bills/Check Register (*action requested*)
 - a. MPL Operating/Budget with the City of Manitowoc (November, 2010)
 - b. MPL Foundation/Checking Account (November, 2010)
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)
7. Committee Reports
 - a. Personnel
8. Director's Report
 - a. Manager's Report
9. Trustee Manual Review
 - a. Chapter 10
 - b. Seeking Volunteer for Chapter 11 (Planning for the Library's Future)
10. Old Business
 - a. 2011 Budget (discussion)
11. New Business
 - a. 2011 Holiday Closings and Special Hours (*possible action*)
 - b. Request to Close Library for Staff Development ½ day (*possible action*)
 - c. Dress Guidelines Policy (*possible action*)
 - d. Employee Use of Library Equipment Policy (*possible action*)
 - e. Job Description for Coordinator of Public Services (*possible action*)
 - f. Job Description for Coordinator of Technical Services (*possible action*)
 - g. Job Description for Coordinator of Collection Development (*possible action*)
 - h. Job Description for Youth Services Manager (*possible action*)
 - i. Job Description for Information Technology Technician (*possible action*)
 - j. Job Description for Business Office Aide (*possible action*)
 - k. Job Description for Marketing Technician (*possible action*)

12. Adjourn

Next meeting:
December 20, 2010 at 5:30 p.m.