

MINUTES OF THE MEETING OF  
THE MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 26, 2011

The regular meeting of the Manitowoc Public Library Board of Trustees was called to order in the Board Room at Manitowoc Public Library by President David Gratz at 5:31 p.m., Monday, September 26, 2011.

**TRUSTEES PRESENT:** Gratz, Hazlewood, Hennessey, Hunter, Kornely, Schmidt, Sczygelski, Vollendorf, and Waldron

**TRUSTEES ABSENT:** Stokes

**OTHERS PRESENT:** Stewart, Davis, Muchin Young, Horbeck, Cerkas, Herrmann, and Eisenschink

**MINUTES:** A motion was made by Hazlewood, seconded by Vollendorf, to approve the minutes of the August 22, 2011 Committee of the Whole meeting and the August 22, 2011 Board of Trustees regular meeting. Motion carried.

**FINANCIAL MANAGEMENT REPORT:** A motion was made by Kornely, seconded by Waldron, to approve the Financial Management Report for the month of August 2011 in the amount of \$186,750.80. Motion carried.

**CHECK REGISTER:** A motion was made by Kornely, seconded by Waldron, to approve the Manitowoc Public Library operating check register for the month of September 2011 in the amount of \$42,095.66. Motion carried.

A motion was made by Kornely, seconded by Waldron, to approve the Manitowoc Public Library Foundation Checking check register for the month of September 2011 in the amount of \$2,799.69. Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**COMMITTEE REPORTS:** A list of committee appointments for 2011-2012 was handed out at the meeting.

**CLOSED SESSION:** A motion was made by Schmidt, seconded by Vollendorf, to enter into closed session as authorized by Section 19.85 (1) (e) and Section 111.70 of the Wisconsin Statutes which provide that a governmental body may meet in closed session for the following purposes:

(e) Deliberating or negotiating the purchasing 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. **Discussion of wage increase for 2011 represented by Agreement between Manitowoc Public Library and Wisconsin Council 40, AFSCME, AFL-CIO, 2009-2010.**

Motion carried with a roll call vote and the Board entered into closed session at 5:40 p.m.

**OPEN SESSION:** A motion was made by Schmidt, seconded by Sczygelski, to enter into open session. Motion carried with a roll call vote and the Board reconvened in open session at 6:10 p.m.

**DIRECTOR'S REPORT:** Copies of the Director's Report for the period August thru September 2011 were included in the board packets, as well as highlights from the Department Managers' Reports for the month of August 2011.

Stewart reported she has received communication from DPI that the agreement between AT&T and DOA will be signed and they will be able to move ahead with the bandwidth upgrade.

On Friday, September 9<sup>th</sup> the library closed from 9 a.m. to 2 p.m. for a Library In-Service day. Stewart commented, overall it was a positive day with many good suggestions for improvement for possibly the next one.

Stacey Bialek, Facilities Manager, has been busy rearranging shelving and equipment in the Circulation Workroom, in preparation for the installation of a third check-in station.

**TRUSTEE MANUAL REVIEW:** Trustee Waldron reviewed Chapter 14 "The Library Board and the Open Meetings Law", commenting that the Library follows "Closed Session" requirements correctly.

Trustee Hazlewood reviewed Chapter 15 "The Library Board and the Public Records Law" stressing that when an individual requests to view or copy public records; never ask why.

Trustee Sczygelski volunteered for Chapter 16 "Ethics and Conflict of Interest Laws Applying to Trustees", to be reviewed at the October 24, 2011 meeting.

**OLD BUSINESS:** a. There was discussion regarding the 2012 Budget, with no action needed at this time.

b. A motion was made by Hazlewood, seconded by Hunter, so move to adopt the **Employee Grievance Procedure**. Motion carried.

**NEW BUSINESS:** A motion was made by Hazlewood, seconded by Vollendorf, so move to adopt the request to move \$150k from undesignated reserves to special project account. Motion carried.

The next meeting of the Board of Trustees will be Monday, October 24, 2011 at 5:30 p.m.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Waldron, to adjourn. The meeting adjourned at 7:02 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary