

MINUTES OF THE MEETING OF
THE MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
DECEMBER 19, 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 5:44 p.m., Monday, December 19, 2011.

TRUSTEES PRESENT: Gratz, Hazlewood, Hunter, Kornely, Stokes, and Vollendorf

TRUSTEES ABSENT: Hennessey, Schmidt, Sczygelski, and Waldron

OTHERS PRESENT: Stewart, Davis, Schreiner, Shallue, Nessman, Eisenschink, Cerkas, Horbeck, Koch, Nickels, Madeline (Student), and Casey (Student)

MINUTES: A motion was made by Stokes, seconded by Hunter, to approve the minutes of the November 22, 2011 Personnel Committee and the November 28, 2011 Board of Trustees regular meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Stokes, to approve the Financial Management Report for the month of November 2011 in the amount of \$264,208.33. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Hunter, to approve the Manitowoc Public Library operating check register for the month of December 2011 in the amount of \$45,045.37. Motion carried.

A motion was made by Kornely, seconded by Vollendorf, to approve the Manitowoc Public Library Foundation Checking check register for the month of December 2011 in the amount of \$1,735.53. Motion carried.

PUBLIC COMMENT: None

COMMITTEE REPORTS: President Gratz reported the Committee of the Whole met on Monday, December 19, 2011 at 4:00 p.m.

DIRECTOR'S REPORT: Copies of the Director's Report for the period November 21 thru December 14, 2011 were included in the board packets.

Stewart reported she had attended many City Council meetings in the past month.

TRUSTEE EDUCATION: Postponed until the January 23, 2012 meeting.

OLD BUSINESS: 9a. A motion was made by Vollendorf, seconded by Hunter, so move to approve the Page Job Description revision. Motion carried.

9b. A motion was made by Stokes, seconded by Kornely, so move to approve the Early Hour/Summer Period revision. Motion carried.

9c. A motion was made by Kornely, seconded by Hunter, to accept the recommendation from the Committee of the Whole, for the Sick Leave Accrual revision. Motion carried.

9e. A motion was made by Vollendorf, seconded by Kornely, so move we go back to item 2e (Proposed wage schedule) from the Committee of the Whole meeting. Motion carried.

A motion was made by Stokes, seconded by Kornely, to move employees on Level 3 Wage Schedule to level 2 of the 2012 Wage Schedule for current employees, maintain the Longevity schedule without the Health Plan Longevity, and propose a 1% across the board salary cut for all employees. Motion carried.

A motion was made by Hunter, seconded by Stokes, when employees are moved from 40 hours per week to 37 hours per week they will maintain full time status. Motion carried.

A motion to approve the wage schedule for the Clerk position was made by Kornely, and upon further discussion, the motion was withdrawn.

A motion was made by Kornely, seconded by Hazlewood, to approve the new wage schedule for the Clerk position, to be \$8.00 - \$10.00 per hour. Motion carried.

9f. A motion was made by Vollendorf, seconded by Stokes, so move to adopt the 12/88 split for the Health Insurance Premiums for both family and single plans. Motion carried.

9g. A motion was made by Kornely, seconded by Hunter, to approve the increase in overdue fines from 5 cents and 10 cents per day to 20 cents per day for both Adult and Children's, also to include Meeting Room fees to increase from \$10- \$60 per reservation to \$20-\$75, and photocopy/printing fees from 10 cents per page to 20 cents per page. Motion carried.

9h. A motion was made by Kornely, seconded by Hazlewood, so move to approve the 2012 Budget as described. Motion carried.

The next meeting of the Board of Trustees will be Monday, January 23, 2012 at 5:30 p.m.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Hazlewood, to adjourn. Motion carried. The meeting adjourned at 6:31 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary