

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
AUGUST 27, 2012

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 Linda Hunter at 5:30 p.m., Monday, August 27, 2012.

TRUSTEES PRESENT: Brandel, Gratz, Hazlewood, Hennessey, Holschbach, Hunter, Kornely, Sczygelski, Stokes, Vollendorf, and Waldron

TRUSTEES ABSENT: None

OTHERS PRESENT: Stewart, Davis, Muchin Young, Reimer, Eisenschink, Cerkas, and Karlin

MINUTES: A motion was made by Gratz, seconded by Brandel, to approve the minutes of the July 23, 2012 Board of Trustees regular meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Vollendorf, to approve the Financial Management Report for the month of July 2012 in the amount of \$166,906.13. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Stokes, to approve the Manitowoc Public Library operating check register for the month of August 2012 in the amount of \$102,014.82. Motion carried.

A motion was made by Kornely, seconded by Gratz, to approve the Manitowoc Public Library Foundation Checking check register for the month of August 2012 in the amount of \$2,938.49. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE : A thank you letter from the Adult Summer Reading program grand prize winner and a letter from a patron regarding the Critic's Choice Film series presenter were included in the board packets.

COMMITTEE REPORTS: A listing of the newly appointed 2012-2013 Committees was included in the board folders.

DIRECTOR'S REPORT : A copy of the July thru August, 2012 Director's Report and manager highlights were included in the board packets.

Stewart reported the Community Partners in Literacy program is operating at full capacity and she has put a cap on the number of learners and tutors that can be serviced. A grant of \$10K would be needed to expand.

Stewart has received several complaints regarding the parking availability on Saturdays' during the Farmer's Market.

Stewart updated the board on the Automation Project, noting tagging would begin in November 2012 and the Material Handler would be installed at the end of December 2012. She distributed an update report.

NEW BUSINESS: A motion was made by Gratz, seconded by Kornely, to approve the Building Committee review and select vendor for service desk. Motion carried.

A motion was made by Brandel, seconded by Holschbach, to have Board President approve the Library Services and Technology grants. Motion carried.

A motion was made by Gratz, seconded by Stokes, so move the 2013 draft wages be adopted. Motion carried.

A motion was made by Kornely, seconded by Stokes, so move to approve “option B” of the 2013 Budget, which includes, maintain longevity and reduce staff by 1.5, Personnel expenses at \$1,704,238, Operations at \$571,013, Total Expenses are \$2,275,251. Funds from Undesignated Reserves are \$128,780. Motion carried.

The next meeting of the Board of Trustees will be Monday, September 24, 2012 at 5:30 p.m.

There being no further business to come before the Board, a motion was made by Holschbach, seconded by Kornely, to adjourn. Motion carried. The meeting adjourned at 6:15 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary