

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 24, 2014

**BOARD MEMEBERS:**

*Present:* Brandel, Hazlewood, Hennessey, Holschbach, Hunter, Reinertson, Stokes, and Vollendorf

*Absent:* Gratz and Kornely

**OTHERS PRESENT:** Stewart, Davis, Juza, Eisenschink, Schreiner, Huss, and Enos

*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, February 24, 2014.*

**MINUTES:** A motion was made by Hennessey, seconded by Stokes, to approve the minutes of the January 27, 2014 Personnel Committee Meeting and the January 27, 2014 Regular Board Meeting. Motion carried.

**FINANCIAL MANAGEMENT REPORT:** A motion was made by Stokes, seconded by Vollendorf, to approve the Financial Management Report for the month of December 2013 (FINAL) in the amount of \$371,598.40. Motion carried.

A motion was made by Stokes, seconded by Holschbach, to approve the Financial Management Report for the month of January 2014 in the amount of \$110,510.36. Motion carried.

**CHECK REGISTER:** A motion was made by Stokes, seconded by Hennessey, to approve the Manitowoc Public Library operating check register for the month of February 2014 in the amount of \$45,253.86. Motion carried.

A motion was made by Stokes, seconded by Vollendorf, to approve the Manitowoc Public Library Foundation Checking check register for the month of February 2014 in the amount of \$222.44. Motion carried.

**PUBLIC COMMENT:** None

**TRUSTEE EDUCATION:** Trustee Hazlewood reviewed Chapter 24 - *Library Friends and Foundations*.

Trustee Holschbach volunteered to review Chapter 25 – *Liability Issues* at the April 28, 2014 meeting.

## **DIRECTOR'S REPORT:**

- Stewart gave the board a financial update with projections for the next three years that would maintain current operations.
- Stewart talked about the Collection Development Policy – Draft; with *request for action* on the April agenda.
- Suggestions on expanding library service, from a recent staff meeting, were displayed on board room walls; Stewart encouraged Trustees to take a moment to look at them.
- The “Lucky Day Collection” idea was introduced.

## **OLD BUSINESS:**

*a. Comparison Chart (discussion)* - A list of municipalities, comparable in size, was presented for discussion.

## **NEW BUSINESS:**

*a. Vending Machines (possible action)* – A motion was made by Hennessey, seconded by Brandel, so move to approve the request to place vending machines in the Franklin Street room, with a six month trial period. Motion carried.

*b. Annual Report (possible action)* – A motion was made by Brandel, seconded by Vollendorf, so move to approve the 2013 Annual Report. Motion carried.

*c. Communication with City/County (possible action)* – The Board unanimously agreed to discuss at a later date in conjunction with the 2015 Budget.

*d. Foundation Checking Account Plan 2014 (possible action)* – A motion was made by Brandel, seconded by Hennessey, so move to approve the 2014 Plan with minor changes to include, remove \$6K (Wellness Program for staff) and reduce \$10K to \$2K (Facility Upgrades – public art). Motion carried.

There being no further business to come before the Board, a motion was made by Hennessey, seconded by Stokes, to adjourn. Motion carried. The meeting adjourned at 6:44 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary