

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
June 30, 2014

BOARD MEMBERS :

Present: Hazlewood, Holschbach, Hunter, Reinertson, Stokes, Thennes and Vollendorf

Absent: Brandel, Gratz, Hennessey and Kornely

OTHERS PRESENT : Stewart, Davis, Schreiner and Juza

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, June 30, 2014.

MINUTES : A motion was made by Vollendorf, seconded by Hazlewood, to approve the minutes of the May 19, 2014 Regular Board meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT : A motion was made by Stokes, seconded by Holschbach, to approve the Financial Management Report for the month of May 2014 in the amount of \$152,341.62. Motion carried.

CHECK REGISTER : A motion was made by Stokes, seconded by Vollendorf, to approve the Manitowoc Public Library operating check register for the month of June 2014 in the amount of \$51,637.10. 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 June 2014 in the amount of \$521.61. Motion carried.

PUBLIC COMMENT : None

CORRESPONDENCE : Thank you letter from patron.

TRUSTEE EDUCATION : A memo was included in the board packets regarding Kathy Lynn Pletcher, Chair of Wisconsin Library Trustees and Friends (WLTF), President of the Brown County Library Board and Nicolet Federated Library System trustee, to present a program to the MPL board. The board asked Stewart to schedule for sometime in early fall.

DIRECTOR'S REPORT :

- The new upgraded fiber BCN line has been installed.
- Stewart reported on the vacant positions: Children's Librarian - would like to make this a full time position with a strong internal candidate who will be finishing the master's degree program soon; Information Technology Technician - a full time position has been posted, receiving several qualified applicants; Literacy Coordinator/Volunteer Associate - two 20 hour a week positions have been posted, with goal to have literacy

coordinator hired by mid-July for training purposes.

- Stewart explained the history behind the Adult Read program and the interest in working together with other community organizations to form an independent adult literacy council. Trustees agree that the library is not able to take on a new program at this time but is interested in cooperating with United Way.
- Long-time library volunteer Evelyn Brandel passed away in May 2014. A memorial plaque will be displayed near the new fiction area.
- MCLS Board will be discussing the space agreement at their July 2014 meeting.

OLD BUSINESS :

- a. Carlson/Dettmann Pay Plan recommendations - discussion continued on the recommendations made by Carlson Dettmann. The City's pay plan was implemented in April 2014. The Personnel Committee will meet on July 28, 2014 to review the recommendations.
- b. Budget 2015 - discussion continued. Stewart and Holschbach met with Mayor Nickels in mid-May who expressed a willingness to work with the board. Trustee Holschbach offered to work with the County Board Finance Committee to gain support for reimbursement of e-book usage County wide.
- c. Community Planning Sessions - scheduled for July 23 and 24. Invitations have been sent and also promoted at Rotary and in the e-newsletter. Stewart has received positive response from several community library users asking what they can do to help.
- d. Update on Foundation Checking Account Funding Plan for 2014 - discussion continued with no action being taken at this time.

NEW BUSINESS :

- a. Appoint Executive Committee for 2014/2015 to begin July 1, 2014 - nominations are as follows: President - Linda Hunter; Vice President - David Gratz; Secretary/Treasurer - Christine Kornely.

A motion was made by Vollendorf, seconded by Stokes, so move to appoint as nominated to serve one year. Motion carried.

- b. Revise Public Behavior Policy - A motion was made by Thennes, seconded by Holschbach, so move to approve the revised policy. Motion carried.

There being no further business to come before the Board, a motion was made by Reinertson, seconded by Thennes, to adjourn. Motion carried. The meeting adjourned at 6:39 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary

