

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
August 25, 2014

BOARD MEMBERS :

Present: Brandel, Gratz, Hazlewood, Hennessey, Holschbach, Hunter, Kornely, Reinertson, Thennes and Vollendorf

Absent: Stokes

OTHERS PRESENT : Stewart, Davis, Juza and Schreiner

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 25, 2014.

MINUTES : A motion was made by Holschbach, seconded by Gratz, to approve the minutes of the June 30, 2014 Regular Board meeting with noted changes made, the August 4, 2014 Committee of the Whole meeting and the August 12, 2014 Buildings Committee meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT : A motion was made by Kornely, seconded by Brandel, to approve the Financial Management Report for the month of June 2014 in the amount of \$175,094.74 and for the month of July 2014 in the amount of \$210,724.25. Motion carried.

CHECK REGISTER : A motion was made by Kornely, seconded by Vollendorf, to approve the Manitowoc Public Library operating check register for the month of July 2014 in the amount of \$42,863.63 and for the month of August 2014 in the amount of \$25,529.77. 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 July 2014 in the amount of \$2,853.52 and for the month of August 2014 in the amount of \$1,309.00. Motion carried.

PUBLIC COMMENT : None

CORRESPONDENCE : Thank you notes.

TRUSTEE EDUCATION : Stewart announced the presentation by WLA Trustee, Kathy Pletcher is scheduled for Wednesday, September 17, 2014 at 5:00 p.m.

DIRECTOR'S REPORT :

- Stewart reported that she met with City HR Director about a performance issue for same employee mentioned at May meeting. Employee will be put on a 30 day improvement plan and further action may be necessary. Board agreed that Stewart should handle this

situation in consultation with City HR Director.

- Stewart talked about the need to update the Information Services policy and limiting the amount of time spent on answering questions with no answer.
- There was discussion regarding the late notice request to use Library electricity for the recent Balloon Glow event sponsored by Mainly Manitowoc. The consensus by the Board was the library is not equipped with an outdoor power supply and other arrangements should be made for next year's event.

COMMITTEE UPDATES :

a. Report from Buildings Committee - Chair Robert Vollendorf reported for the Buildings Committee which met on August 12, 2014 presenting the Lease Agreement between MCLS and MPL.

A motion was made Thennes, seconded by Brandel, so move to approve the amended Lease Agreement between Manitowoc-Calumet Library System (MCLS) and Manitowoc Public Library (MPL) with noted changes made. Motion carried.

OLD BUSINESS :

a. Carlson/Dettmann Pay Plan recommendations - A motion was made by Gratz, seconded by Vollendorf, move to approve the implementation of the recommended pay plan for September 1, 2014 and the transfer of funds to cover the cost. Motion carried.

b. Review of longevity compensation - A motion was made by Kornely, seconded by Gratz, move to accept the revised Longevity Compensation policy. Motion carried.

c. Request to increase health plan contributions to 12.5% - A motion was made by Brandel, seconded by Kornely, move to approve the increase of employee health plan contributions to 12.5% and employer at 87.5% for a September 1, 2014 implementation. Motion carried.

d. Review of Technician job description related to pay plan - A motion was made by Hennessey, seconded by Gratz, move to approve new Technician job description. Motion carried.

e. Wage Schedule for Clerks, Pages and Guard/Custodians - A motion was made by Kornely, seconded by Hennessey, move to approve the 2015 wage schedule for Clerks, Pages and Guard/Custodians for a September 1, 2014 implementation. Motion carried.

f. Community Planning Session results - discussion continued with the list of action items from the planning sessions; ebook reimbursement, voluntary donation at library card renewal, change to health plan policy for part-time staff, increase use of volunteers and other suggestions from the planning sessions. Consensus agreed to begin using donation box for voluntary card renewals in 2015. No action taken at this time.

g. 2015 Budget - Board agreed to send presented letter to Mayor Nickels outlining the attempt to solve the budget gap over a 2 year period.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Hennessey, to adjourn. Motion carried. The meeting adjourned at 7:11 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary