

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

**BOARD MEMEBERS:**

*Present:* Brandel, Gratz, Holschbach, Hunter, Kornely, Stokes, Thennes and Vollendorf

*Absent:* Hazlewood, Hennessey and Reinertson

**OTHERS PRESENT:** Stewart, Davis, Juza, Eisenschink, Schreiner, Menk and Engelbrecht

*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 5:31 p.m., Monday, November 24, 2014.*

**MINUTES:** A motion was made by Brandel, seconded by Stokes, to approve the minutes of the October 27, 2014 Regular Board 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 October 2014 in the amount of \$186,133.05. 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 November 2014 in the amount of \$36,993.91. Motion carried.

A motion was made by Kornely, seconded by Stokes, to approve the Manitowoc Public Library Foundation Checking check register for the month of November 2014 in the amount of \$4,215.03. Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Thank you note from staff member.

**TRUSTEE EDUCATION:** Amy Eisenschink, Susan Menk and Laura Schreiner each expressed to the board their appreciation for the opportunity to attend the Wisconsin Library Association conference in Wisconsin Dells. Networking, idea sharing, keynote speakers and much more, made up the four day annual conference. The breakout sessions offered enthusiasm and innovative ideas.

**DIRECTOR'S REPORT:**

- ✓ Stewart and managers met with HR director to discuss the performance evaluation form used by the City. MPL will be transitioning to this form in 2015.

- ✓ Trustee Holschbach reviewed process to complete performance evaluation of director at the January 2015 meeting.
- ✓ City Finance Director is willing to come and speak to the board to provide information and share the City of Manitowoc Financial Plan Framework.
- ✓ The Great Decisions committee has begun planning for the upcoming 2015 series set to begin Monday, February 2.
- ✓ Stewart reviewed the 2015 goals for the library. Trustee Kornely suggested adding “outrageous service” to goals.
- ✓ Trustee Vollendorf expressed his sincere appreciation to City Council members Chris Able and Keith Shaw for their support to the Manitowoc Public Library.

**MANAGER HIGHLIGHTS:**

- ✓ Materials Coordinator Stacie Pajewski attended a LEAN Government seminar in Madison which she said was very interesting, especially the initiatives taking place at Fort Collins, CO and Waukesha County, WI. The board inquired if Waukesha was open to visits.

**MONTHLY STATISTICS:** Not included in the packet, staff will be looking in to this process.

**OLD BUSINESS:**

- a. *Revised 2015 Budget* – A motion was made by Holschbach, seconded by Stokes, to accept the revised 2015 budget. Motion carried. 7 yeas, 1 nay (Trustee Brandel)

**NEW BUSINESS:**

- a. *Pay Plan appeal* – A motion was made by Gratz, seconded by Vollendorf, to approve the appeal from the Assistant Coordinator of Materials. Motion carried.
- b. *Resource Library Agreement for 2015* – A motion was made by Brandel, seconded by Vollendorf, to approve the Resource Library Agreement for 2015. Motion carried.
- c. *Revised Reference and Information Services Policy* – A motion was made by Thennes, seconded by Kornely, to approve the revised MPL Reference and Information Services Policy. Motion carried.
- d. *Holiday schedule and service hours for 2015* – A motion was made by Gratz, seconded by Stokes, to approve, with the necessary changes, the 2015 holiday schedule and service hours. Motion carried.
- e. *Renewal donation statement* – A motion was made by Holschbach, seconded by Vollendorf, to approve, with noted amendments, the renewal donation statement to begin January 1, 2015. Motion carried.

There being no further business to come before the Board, a motion was made by Stokes, seconded by Holschbach, to adjourn. Motion carried. The meeting adjourned at 6:54 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary