

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
September 28, 2015

**BOARD MEMBERS:**

*Present:* Clark, Gratz, Hazlewood, Holschbach, Hunter, Stokes and Vollendorf

*Absent:* Kornely, Reinertson, Sladky and Thennes

**OTHERS PRESENT:** Stewart, Davis, Eisenschink, Schreiner, Penckofer, Herrmann, Krajnik, Juza and Elizabeth Neuser (patron)

*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 David Gratz at 5:00 p.m., Monday, September 28, 2015.*

**MINUTES:** A motion was made by Stokes, seconded by Vollendorf, to approve the minutes of the August 24, 2015 Regular Board Meeting and the August 24, 2015 Long-Range Planning Committee Meeting. Motion carried.

**FINANCIAL MANAGEMENT REPORT:** A motion was made by Vollendorf, seconded by Hunter, to approve the Financial Management Report for the month of August 2015 in the amount of \$140,709.41. Motion carried.

**CHECK REGISTER:** A motion was made by Vollendorf, seconded by Holschbach, to approve the Manitowoc Public Library operating check register for the month of September 2015 in the amount of \$41,334.91. Motion carried.

A motion was made by Vollendorf, seconded by Holschbach, to approve the Manitowoc Public Library Foundation Checking check register for the month of September 2015 in the amount of \$6,335.11. Motion carried.

**PUBLIC COMMENT:** Library patron Elizabeth Neuser read a letter to the Board expressing discontent regarding a circumstance that occurred between her and another patron at the Library. A copy of the letter was given to Board President David Gratz.

**CORRESPONDENCE:** Included in the packet was a thank you note from a Homebound Services patron and his daughter thanking library staff for the wonderful service he receives.

**TRUSTEE EDUCATION:** Review of article *Why Americans Love Their Public Libraries* by Wayne Wiegand.

**DIRECTOR'S REPORT:**

- ✓ Included in the report were the quarterly earnings and the monthly cost to run the vending machines located in the Franklin Street Room. Stewart asked for endorsement from the Board to have the vending machines removed.

Trustees agreed by consensus to remove the vending machines from the Franklin Street Room.

- ✓ The letter of intent to apply for an Impact Grant from UWMC was submitted by the deadline date of September 15.

**COMMITTEE REPORTS:** Personnel Committee – President David Gratz reported for the Committee.

9a. *Updated Employee Policy Manual* – A motion was made by Vollendorf, seconded by Hunter, so move to accept the revised Employee Policy Manual, effective September 28, 2015. Motion carried.

9b. *Updated Materials Manager Job Description* – A motion was made by Gratz, seconded by Clark, so move to approve as amended, the Materials Manager Job Description, per recommendation by the Personnel Committee. Motion carried.

**OLD BUSINESS:**

10a. *2016 Budget* – Stewart reported she and Trustee Gratz met with Mayor Nickels and the library will be receiving an increase of \$44,777 for wages in 2016.

**NEW BUSINESS:**

11a. *Gala fundraising options* – A memo was included in the packet listing four possible options for the \$13,082 raised by the Foundation.

A motion was made by Hunter, seconded by Clarke, so move we choose “option 4” from the list of options provided. Motion carried.

There being no further business to come before the Board, a motion was made by Hunter, seconded by Hazlewood, to adjourn. The meeting adjourned at 5:49 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary