

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
December 21, 2015

BOARD MEMBERS:

Present: Gratz, Holschbach, Hunter, Kornely, Thennes, and Vollendorf

Absent: Hazlewood, Reinertson, Sladky, and Stokes

OTHERS PRESENT: Stewart, Davis, Schreiner, and Eisenschink

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, December 21, 2015.

MINUTES: A motion was made by Hunter, seconded by Holschbach, to approve the minutes of the November 23, 2015 Regular Board Meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Vollendorf, seconded by Kornely, to approve the Financial Management Report for the month of November, 2015 in the amount of \$159,427.04. Motion carried.

CHECK REGISTER: A motion was made by Vollendorf, seconded by Kornely, to approve the Manitowoc Public Library operating check register for the month of December, 2015 in the amount of \$45,317.58. Motion carried.

A motion was made by Vollendorf, seconded by Holschbach, to approve the Manitowoc Public Library Foundation Checking Account register for the month of December, 2015 in the amount of \$149.76. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: Included in the packet were holiday thank you cards.

DIRECTOR'S REPORT:

- ✓ Stewart mentioned the high turnover rate among employees leaving in 2015. Trustees asked for a comparison from the past five to seven years.
- ✓ The Foundation has moved the endowment fund from Legacy Private Trust to Lakeshore Community Foundation.

- ✓ Stewart asked for input from Trustees regarding the current Notary Service offered to the Community, with a possibility to train more staff to become notaries.
- ✓ Stewart mentioned the new City of Manitowoc Background Check Policy, effective January, 2016. Discussion to continue on this topic at the next Personnel Committee meeting.

TRUSTEE EDUCATION:

Included in the packet was a copy of the memo for the Return of Library Materials Bill, LRB-1760.

NEW BUSINESS:

- 9a. *2016 Holiday Schedule* – A motion was made by Hunter, seconded by Holschbach, so move to accept the 2016 Holiday Schedule. Motion carried.
- 9b. *2016 Resource Library Agreement* – A motion was made by Holschbach, seconded by Vollendorf, so move to approve the revised 2016 Resource Library Agreement. Motion carried.

There being no further business to come before the Board, a motion was made by Hunter, seconded by Kornely, to adjourn. The meeting adjourned at 5:28 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary