

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
August 22, 2016

*The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through our services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.*

**BOARD MEMBERS:**

*Present:* Brey, Doneff, Hazlewood, Holschbach, Hunter, Kornely, Reinertson, Thennes, and Vollendorf

*Absent:* None

**OTHERS PRESENT:** Davis, Engelbrecht, Alisa Schafer (HTR), Ald. Able, Staveness, Bialek, Eischenschink, Juza, Verhelst (MCLS), Meier, Schreiner, and Petersen (MCLS)

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 Fred Hazlewood at 5:00 p.m., Monday, August 22, 2016.

**MINUTES:** A motion was made by Holschbach, seconded by Hunter, to approve the minutes of the July 18, 2016 Closed Session Board meeting, July 25, 2016 Regular Board meeting, and the August 9, 2016 Personnel Committee meeting. Motion carried.

**BUDGET STATUS REPORTS:** A motion was made by Vollendorf, seconded by Holschbach, to approve Fund 2810 Budget Status Report Revenue totals of \$3,546.46 and Expense totals of \$146,346.75, for a Report Total of \$142,800.29 for the month of July, 2016. Motion carried.

A motion was made by Vollendorf, seconded by Holschbach, to approve Fund 2813 Budget Status Report Expense totals in the amount of \$3,516.17, for a Report Total of \$3,516.17 for the month of July, 2016. Motion carried.

**CHECK REGISTER:** A motion was made by Vollendorf, seconded by Reinertson, to approve the Manitowoc Public Library operating check register for the month of August, 2016 in the amount of \$34,105.04. Motion carried.

**PUBLIC COMMENT:** None

**COMMITTEE REPORTS:**

- 6a. Personnel Committee – Trustee Thennes gave an update on the director search. Seven to eight applications having been received so far, the cutoff date for submitting an application is September 1, 2016.

Thennes also reported he has received 27 survey responses from library stakeholders regarding getting feedback and building a profile for the next director. He will bring this data to the Personnel Committee at their next meeting. In addition, they will be discussing the need to decide how to screen the candidates in order to bring the top finalists to the whole process.

6b. Finance Committee – Reported under New Business letter b

**MANAGER HIGHLIGHTS:** A copy of the July 2016 Manager Highlights and Monthly Statistics were included in the board packet.

**TRUSTEE EDUCATION:**

8a. *Discussion of Employee Policy Manual, Article 13 – Chain of Command* – To be discussed at a future Personnel Committee meeting.

**NEW BUSINESS:**

9a. *Review Thursday hours* – Materials Manager Roxanne Staveness proposed that the library reopen on Thursdays from 12-5 p.m., and to change Friday hours to 10-5 p.m. instead of the current 9-6 p.m. After much discussion, the Board unanimously agreed there are too many unknowns at this point and would like this put on a future agenda for discussion at a later date.

9b. *Review proposed 2017 Budget* - Trustee Holschbach reported a \$75K shortfall in the proposed 2017 budget, with several revenue amounts still needing to be determined. The Finance Committee voted unanimously to put this placeholder budget before the entire Board for discussion.

The Board agreed to continue with the budget discussion when there is more clarity with budget lines.

*#11 Proposed 2017 Budget* – A motion was made by Hunter, seconded by Vollendorf, so move we submit this placeholder budget, as the best effort we have at this time and continue to work on it. Motion carried (Abstain 1 - Brey)

**CLOSED SESSION:** A motion was made by Holschbach, seconded by Thennes, to enter into closed session as authorized by Section 19.85 (1)(e) of the Wisconsin Statutes which provide that a governmental body may meet in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The specific subject matter which will be considered in the closed session is the following:

a. *Discussion of Manitowoc County Reimbursement for 2017*

The motion carried with a roll call vote and the Board entered into closed session at 5:45 p.m.

**OPEN SESSION:** A motion was made by Kornely, seconded by Thennes, to enter into open session. The motion carried with a roll call vote and the Board reconvened in open session at 6:12 p.m.

**CLOSED SESSION:** A motion was made by Kornely, seconded by Hunter, to enter into closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The specific subject matter which will be considered in the closed session is the following:

a. *Compensation to Managers for Interim Director duties*

The motion carried with a roll call vote and the Board entered into closed session at 6:15 p.m.

**OPEN SESSION:** A motion was made by Brey, seconded by Thennes, to enter into open session. The motion carried with a roll call vote and the Board reconvened in open session at 6:28 p.m.

#12 *Compensation to Managers for Interim Director duties* – A motion was made by Vollendorf, seconded by Hunter, so move we compensate the five managers \$200 per month until a new director is named and in place. Motion carried.

There being no further business to come before the Board, a motion was made by Holschbach, seconded by Reinertson, to adjourn. The meeting adjourned at 6:32 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary