

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
December 19, 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, Holschbach, Hunter, Reinertson, Thennes, and Vollendorf

Absent: Doneff, Hazlewood, and Kornely

OTHERS PRESENT: Stoeger, Davis, Eisenschink, Alisa Schafer (HTR), Staveness, 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 Vice President Lee Thennes at 5:00 p.m., Monday, December 19, 2016.

MINUTES: A motion was made by Hunter, seconded by Vollendorf, to approve the minutes of the November 28, 2016 Regular Board meeting and the November 30, 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 \$12,196.08 and Expense Totals of \$145,863.67, for a Report Total of \$133,667.59, for the month of November, 2016. Motion carried.

A motion was made by Vollendorf, seconded by Holschbach, to approve Fund 2813 budget status report Expense Totals of \$5,017.31, for a Report Total of \$5,017.31, for the month of November, 2016. Motion carried.

CHECK REGISTER: A motion was made by Vollendorf, seconded by Hunter, to approve the Manitowoc Public Library operating check register for the month of December, 2016 in the amount of \$30,219.35. Motion carried.

NEW BUSINESS:

- b. *2017 Budget* – A copy of the 2017 approved budget was included in the packets. Stoeger talked about the previously approved budget adjustments and the \$40,044 needed from the reserve fund to balance the budget.

- c. *Redistribution of 2016 Foundation bequest* – A motion was made by Hunter, seconded by Holschbach, to approve the redistribution of the 2016 Foundation bequest, up to \$40K, along with the already allocated amount of \$26,500, for the purpose of upgrading AV equipment in Balkansky Community Room and Board Room. Motion carried.
- d. *Allocation of unrestricted monetary donation* – A motion was made by Reinertson, seconded by Hunter, to move unrestricted monetary donation to Foundation Endowment Account. Motion carried.
- a. *Vacant Literacy Coordinator position* – Stoeger suggested the following changes to the current 40 hour position: Literacy Position - 20 hours, Youth Associate Position – 20 hours, Grant Writing – 7 hours. Following this discussion, the board unanimously agreed to move forward with the suggestion.

PUBLIC COMMENT: None

DIRECTOR'S REPORT: Stoeger reported on the following -

- * Received an email from a patron who was highly satisfied with the service she received from a library staff member.
- * Enjoyed the opportunity to judge the Dr. Who costume contest. This event brought in a record door count of 818 people.
- * Adult Literacy One-to-One: There are currently 50 matched learners/tutors.
- * YMCA AmeriCorps Volunteer is interested in having her youth group complete a community fundraiser for One-to-One Adult Literacy Partners. Details will follow.
- * Updated the Board regarding discussion at the December 9th meeting in Wisconsin Dells on the Public Library System Redesign project – focusing on Resource Libraries in Wisconsin.
- * Mayor Nickels will be making two recommendations to the City Council on Monday, December 19, 2016 for Library Board appointments.
- * All materials including the large card catalog cabinet have been moved from the old Manitowoc Historical Society building on Michigan Avenue and will be re-assembled near the Manitowoc Collection room.
- * Investigation by the Green Bay Police Department has been completed as of October 27, 2016 and information has been sent to the District Attorney's office.

COMMITTEE REPORTS: None.

OLD BUSINESS:

- a. *Evaluate transition updated costs* – Stoeger reported the final updated cost to be \$4,536.48.

There being no further business to come before the Board, a motion was made by Thennes, to adjourn. The meeting adjourned at 5:52 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary