

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
January 23, 2017

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: Doneff, Hazlewood, Holschbach, Hunter, Kornely, Myers, Reinertson, Thennes, Vollendorf, and Zimmerman

Absent: Brey

OTHERS PRESENT: Stoeger, Davis, Kunde, Eisenschink, Staveness, Menk, and Rachel Leverenz (Intern)

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, January 23, 2017.

MINUTES: A motion was made by Holschbach, seconded by Hunter, to approve the minutes of the December 19, 2016 Regular Board Meeting. Motion carried.

A motion was made by Vollendorf, seconded by Thennes, to approve the minutes of the January 17, 2017 Personnel Committee Meeting. Motion carried.

BUDGET STATUS REPORTS: A motion was made by Vollendorf, seconded by Thennes, to approve Fund 2810 budget status report Revenue Totals of \$13,090.77 and Expense Totals of \$228,983.01, for a Report Total of \$215,892.24, for the month of December, 2016. Motion carried.

A motion was made by Vollendorf, seconded by Thennes, to approve Fund 2813 budget status report Expense Totals in the amount of 10,850.00, for a Report Total of \$10,850.00, for the month of December, 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 January, 2017 in the amount of \$35,546.09. Motion carried.

A motion was made by Vollendorf, seconded by Hunter, to approve the Manitowoc Public Library operating check register for the month of December, 2016 (FINAL) in the amount of \$40,579.52. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE:

- MCLS Invitation to celebrate 40 years!
- Thank you letter from Lakeshore Holiday Parade Committee.

DIRECTOR'S REPORT: Stoeger reported on the following –

- ❖ Public Service staff have been keeping statistics and taking pictures of fun moments at the Quay Street Ice Rink.
- ❖ Many staff have stepped up to assist in covering desk and programming in the children's department.
- ❖ An all staff development day is scheduled for Thursday, January 19, 2017, focusing on Team Building.
- ❖ Adult Literacy One-to-One – A total of over 2,700 Tutor hours were logged for 2016. Great job tutors!
- ❖ Stoeger has started writing her weekly articles for the Herald Times Reporter. She would also like to write one that focuses on the Library Board. MPL will have a weekly article in the Life Section of the Sunday newspaper.
- ❖ The Valders Journal did an interview with Stoeger, discussing her background and goals for MPL. A tour of the library was given, along with the Community Creation Room, and Citizenship Information Center.
- ❖ Riverview School did a Culture Night and MPL was invited to present a cultural Storytime.
- ❖ We had over 100 patrons at our Saturday Morning with Santa, even though the weather was bad.
- ❖ Year-end staff evaluations are due by January 20, 2017.
- ❖ Facilities Department is in the process of digitizing our blueprints, making them a workable digital format.

COMMITTEE REPORTS:

Personnel Committee - Trustee Thennes reported the business of the Committee will be covered in Closed Session.

CLOSED SESSION: A motion was made by Vollendorf, seconded by Thennes, 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. *90 day evaluation for Library Director*
- b. *Interim Children's Manager and compensation*
- c. *Alignment of Employee Pay Step Plan and policy with City*

The motion carried with a roll call vote and the Board entered into closed session at 5:18 p.m.

OPEN SESSION: A motion was made by Vollendorf, seconded by Myers, to enter into open session. The motion carried with a roll call vote and the Board reconvened in open session at 5:47 p.m.

#12 *Possible action on subject matter considered in Closed Session –*

- a. *90 day evaluation for Library Director –* A motion was made by Holschbach, seconded by Kornely, to approve the report from Personnel Committee. Motion carried.
- c. *Alignment of Employee Pay Step Plan and policy with City –* A motion was made by Kornely, seconded by Holschbach, so move to adopt and mirror the City's Employee Step Plan, removing Step 1, effective July 1, 2017, with any employee currently on Step 1 to be moved to Step 2 and would then be in the regular rotation for July performance reviews. Motion carried.

A motion was made by Kornely, seconded by Holschbach, to make the above changes to the Employee Policy Manual to reflect that we authorize the Library Director to hire employees up to Step 5 based on experience and skills, without the approval of the governing board, effective July 1, 2017. Motion carried.

- b. *Interim Children's Manager and compensation –* A motion was made by Vollendorf, seconded by Zimmerman, so move to approve the appointment of Children's Librarian Susan Menk, as Interim Children's Services Manager until we have a definite plan for the Children's Services Manager, to backdate and take effect on January 1, 2017, with a two-step pay increase. Motion carried.

NEW BUSINESS:

- a. *Dress Code policy revision* – A motion was made by Hunter, seconded by Holschbach, so move to accept the dress code, with revisions, as suggested by Trustee Kornely, to stay consistent across the board for women and men alike, effective February 1, 2017. Motion carried.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Holschbach, to adjourn. The meeting adjourned at 6:20 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary