



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Agenda

Library Board

Monday, July 24, 2017

5:00 PM

Manitowoc Public Library Board Room

Pursuant to Section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of the City of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES of the City of Manitowoc will be held on the date, time, and location listed above.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order

2. Approval of Minutes (action requested)

[17-0745](#) a. Regular Board Meeting - June 26, 2017

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 6-26-17](#)

[17-0746](#) b. Personnel Committee Meeting - July 10, 2017

Attachments: [LEGISTAR MINUTES - Personnel Committee Meeting 7-10-17](#)

3. Approval of Budget Status Reports (action requested)

[17-0747](#) a. June 2017 - Fund 2810

Attachments: [BUDGET STATUS - June 2017 \(Fund 2810\)](#)

[17-0748](#) b. June 2017 - Fund 2813

Attachments: [BUDGET STATUS - June 2017 \(Fund 2813\)](#)

4. Approval of Bills/Check Register (action requested)

[17-0749](#) a. MPL Operating/Budget with the City of Manitowoc for the month of July 2017

Attachments: [Monthly Check Register - July 2017](#)

5. Public Comment

Members of the public will be permitted to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter of public interest. The comments from each speaker shall be limited to five minutes in length unless extended by action of the Manitowoc Public Library Board of Trustees.

6. Correspondence

[17-0750](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (June 2017)

Attachments: [HTR Articles - June 2017](#)

7. Administrative Reports

[17-0751](#) a. Director's Report (June 2017)

Attachments: [Dir Report - June 2017](#)

[17-0752](#) b. Manager Highlights (June 2017)

Attachments: [Manager Highlights - June 2017](#)

[17-0753](#) c. Monthly Statistics (June 2017)

Attachments: [Monthly Statistics - June 2017](#)

[17-0754](#) d. STAFF UPDATE - Role of Clerks

8. Committee Reports

a. Personnel Committee - Report from the July 10, 2017 meeting.

Trustee Thennes reported the Committee discussed the following two items: a. Department Head Peer Review form, b. Employee Policy Manual merger with City of Manitowoc. Both items will be discussed further under New Business.

b. Finance Committee

c. Buildings Committee

d. Long-Range Planning Committee

e. Nominating Committee

9. Old Business

- [17-0756](#) a. Revision to MPL Board of Trustees Bylaws (action requested)

Attachments: [BYLAWS approved June 2017](#)

10. Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene 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 that may be considered in closed session is the following:

- a. *Possibility to Open on Thursdays Research (action requested)*

11. Reconvene in Open Session

- [17-0763](#) a. Possible action on Closed Session subject matter

12. New Business

- [17-0758](#) a. Results of Market Plan Assessment by Carlson Dettmann Consulting (possible action)

Attachments: [Manitowoc - Recommended 2018 Wage Structure](#)
[Current Pay Plan for MPL for 7-24-17 meeting](#)

- [17-0759](#) b. Department Head Peer Review form (possible action)

Attachments: [Dept Head Peer Review Questions](#)

- [17-0760](#) c. Employee Policy Manual merger (discussion)

Attachments: [Compare City and Library EPM for 7-24-17 Bd Mtg](#)

- [17-0761](#) d. Committee Appointments for 2017-2018 (discussion)

Attachments: [Officers-Committees 2017-2018 for 7-24-17 meeting](#)

- [17-0762](#) e. Code of Conduct Public Policy (action requested)

Attachments: [Code of Conduct Public Policy](#)

13. Adjournment

If you need accommodations for this meeting, please notify the Library's ADA Manager Stacey Bialek at least 48 hours in advance of the meeting at 920-686-3008 or <sbialek@manitowoc.org>.

