



City of Manitowoc

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

Meeting Agenda

Library Board

Tuesday, January 29, 2019

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. 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.

3. Approval of Minutes (action requested)

[19-0091](#) a. Regular Board Meeting - December 17, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 12-17-18](#)

[19-0092](#) b. Personnel Committee Meeting - January 10, 2019

Attachments: [LEGISTAR MINUTES - Personnel Committee Meeting 1-10-19](#)

4. Approval of Budget Status Reports (action requested)

[19-0093](#) a. December 2018 - Fund 2810

Attachments: [BUDGET STATUS - December 2018 \(Fund 2810\)](#)

[19-0094](#) b. December 2018 - Fund 2813

Attachments: [BUDGET STATUS - December 2018 \(Fund 2813\)](#)

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

[19-0095](#) a. MPL Operating Budget with the City of Manitowoc for the month of December 2018 (FINAL)

Attachments: [Monthly Check Register - December 2018 \(FINAL\)](#)

[19-0096](#) b. MPL Operating Budget with the City of Manitowoc for the month of January 2019

Attachments: [Monthly Check Register - January 2019](#)

6. Correspondence

[19-0097](#) a. Herald Times Reporter - weekly articles from Director/Staff (December 2018)

Attachments: [HTR Articles - December 2018](#)

[19-0098](#) b. Legislative Day Info

Attachments: [Trustee Jim Backus has a few thoughts on why Library Legislative Day is so im](#)

[19-0099](#) c. Non-profit Organization of the Year nomination

Attachments: [Chamber nomination form](#)

[19-0111](#) d. Thank you note from Lakeshore Foster Families & Friends

Attachments: [CORRESPONDENCE for January 28, 2019 Regular Bd Mtg](#)

[19-0112](#) e. Thank you letters from Salvation Army

Attachments: [CORRESPONDENCE for January 28, 2019 \(2\) Regular Bd Mtg](#)

7. Administrative Reports

[19-0100](#) a. Director Report - December 2018

Attachments: [Dir Report - December 2018](#)

[19-0101](#) b. Manager Highlights - December 2018

Attachments: [Manager Highlights - December 2018](#)

[19-0102](#) c. Monthly Statistics - December 2018

Attachments: [Monthly Statistics - December 2018](#)

[19-0103](#) d. STAFF UPDATE - Envisionware update - Jason

8. Committee Reports

- a. Personnel Committee - Trustee Thennes will report on the meeting of January 10, 2019

9. Old Business

- [19-0104](#) a. Update on PLSR project (discussion)

10. New Business

- [19-0106](#) a. West Foundation grant (action requested)

Attachments: [West Foundation MPL Makerspace Project Description](#)
[Copy of Makerspace Budget](#)
[MakerSpace Floor Plan](#)
[West Foundation award letter](#)

- [19-0107](#) b. 2019 Fundraiser purpose (action requested)

Attachments: [memo 1.2019 Foundation Fundraiser](#)
[laptop version 1](#)
[Laptop-Dispenser-AU](#)

- [19-0109](#) c. Library Prime auction package for fundraiser (action requested)

Attachments: [memo 1.2019 Library Prime fundraiser auction item](#)

- [19-0108](#) d. Authorize free replacement cards for National Library Week (action requested)

Attachments: [memo 1.2019 National Library Week](#)

- [19-0110](#) e. Great Decisions Legacy Fund (action requested)

Attachments: [memo 1.2019 Great Decisions Legacy Fund](#)

11. 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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session 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 that may be considered in closed session is the following:

- a. 2018 Library Director Performance Evaluation
- b. 2019 Library Director Goal Setting

12. Reconvene in Open Session

- [19-0105](#) a. Possible action on Closed Session subject matter (action requested)

13. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the Library's ADA Manager Stacey Bialek at 920-686-3008 or email <sbialek@manitowoc.org> at least 48 hours in advance of the meeting.