



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, December 23, 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)

[19-1354](#) a. Regular Board Meeting - November 25, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 11-25-19](#)

4. Approval of Budget Status (action requested)

[19-1355](#) a. November 2019 - Fund 2810

Attachments: [BUDGET STATUS - November 2019 \(Fund 2810\)](#)

[19-1356](#) b. November 2019 - Fund 2813

Attachments: [BUDGET STATUS - November 2019 \(Fund 2813\)](#)

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

- [19-1357](#) a. MPL Operating Budget with the City of Manitowoc for the month of December 2019

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

6. Correspondence

- [19-1358](#) a. Herald Times Reporter - weekly articles from Director/Staff (November 2019)

Attachments: [HTR Articles - November 2019](#)

- [19-1359](#) b. Thank you card from Mary Jo Stangel

Attachments: [20191202083929227 December 2019 Bd Mtg](#)

- [19-1370](#) c. Thank you letter from The Salvation Army

Attachments: [Thank you letter from The Salvation Army](#)

7. Administrative Reports

- [19-1360](#) a. Director Report - November 2019

Attachments: [Dir Report - November 2019](#)

- [19-1361](#) b. Manager Highlights - November 2019

Attachments: [Manager Highlights - November 2019](#)

- [19-1362](#) c. Monthly Statistics - November 2019

Attachments: [Monthly Statistics - November 2019](#)

- [19-1363](#) d. STAFF UPDATE - Santa Sunday (Julia)

8. Old Business

- [19-1364](#) a. 2020 Budget (possible action)

Attachments: [2020 Council Budget](#)
[letter to council](#)

- [19-1365](#) b. 2020 Library Legislative Day (discussion)

Attachments: [library legislative day 2020](#)

9. New Business

[19-1366](#) a. Library Director performance evaluation form (action requested)

Attachments: [_City of Manitowoc Evaluation Form for Employees w offsite oversight 201..](#)

[19-1367](#) b. Evaluation of Adventure Passes 2019 (discussion)

Attachments: [Adventure passes circulation](#)
[Adventure passes with user cat 2019](#)

[19-1368](#) c. 2019 Summer Read data analysis with MPSD (discussion)

Attachments: [2019 SRP Data MPSD impact numbers](#)

[19-1369](#) d. 2020 Library Work Plan (discussion)

[19-1371](#) e. IT Technician pay grade analysis (possible action)

Attachments: [2018 Comp Plan rev 12.2018](#)

[19-1372](#) f. Activity area on north lawn (possible action)

Attachments: [Layout 12.2019](#)

10. 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.