



# City of Manitowoc

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

## Meeting Agenda

### Library Board

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Monday, October 7, 2019

5:00 PM

Manitowoc Public Library Board Room

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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)

[19-1035](#) a. Finance Committee Meeting - August 26, 2019

**Attachments:** [LEGISTAR MINUTES - Finance Comm Mtg 8-26-19](#)

[19-1039](#) b. Regular Board Meeting - August 26, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 8-26-19](#)

#### 4. Approval of Budget Status (action requested)

[19-1040](#) a. August 2019 - Fund 2810

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

[19-1041](#) b. August 2019 - Fund 2813

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

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

- [19-1042](#) a. MPL Operating Budget with the City of Manitowoc for the month of September 2019

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

- [19-1097](#) b. MPL Operating Budget with the City of Manitowoc for the date of October 7, 2019

**Attachments:** [Monthly Check Register - October 7, 2019](#)

**6. Correspondence**

- [19-1043](#) a. Herald Times Reporter - weekly articles from Director/Staff (August 2019)

**Attachments:** [HTR Articles - August 2019](#)

- [19-1051](#) b. SRP thank you letter

**Attachments:** [20190823080622387 SRP thank you letter](#)

- [19-1094](#) c. Thank you card from Shady Lane

**Attachments:** [20190927104506944 Thank you card from Shady Lane](#)

**7. Administrative Reports**

- [19-1044](#) a. Director Report - August 2019

**Attachments:** [August 2019 - 9.2019](#)

- [19-1045](#) b. Manager Highlights - August 2019

**Attachments:** [Manager Highlights - August 2019](#)

- [19-1046](#) c. Monthly Statistics - August 2019

**Attachments:** [Monthly Statistics - August 2019](#)

- [19-1047](#) d. STAFF UPDATE - ILL process (Laura)

**8. New Business**

- [19-1052](#) a. Materials Manager job description (action requested)

**Attachments:** [Materials Manager Sept 2015](#)

[19-1053](#) b. Employee Policy Manual revisions (action requested)

**Attachments:** [EPM rev 9.2019 markup](#)  
[Memo to Council re EPM Revisions 9.2019](#)

[19-1054](#) c. Employee Policy Manual dress code revisions (action requested)

**Attachments:** [EPM Dress Code revision 9.2019](#)

[19-1057](#) d. Employee Policy Manual Emergency Conditions policy (action requested)

**Attachments:** [Emergency Conditions](#)

[19-1059](#) e. 2020 Fundraiser banner sponsorship for MPL Foundation (action requested)

**Attachments:** [sponsor solicitation letter new prospects](#)  
[Fundraising Banner Blue](#)  
[2020 Fundraiser Flyer](#)

[19-1060](#) f. Special event parking lot closure request - Trunk or Treat (action requested)

**Attachments:** [Trunk or Treat Parking Lot Closure Request](#)

[19-1066](#) g. Great Decisions Legacy Fund (action requested)

**Attachments:** [memo 9.2019 Great Decisions Legacy Fund](#)

## 9. 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 <<mailto:sbialek@manitowoc.org>> at least 48 hours in advance of the meeting.