



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, May 20, 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)

[19-0553](#) a. Regular Board Meeting - April 22, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 4-22-19](#)

4. Approval of Budget Status Reports (action requested)

[19-0554](#) a. April 2019 - Fund 2810

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

[19-0555](#) b. April 2019 - Fund 2813

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

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

- [19-0556](#) a. MPL Operating Budget with the City of Manitowoc for the month of May 2019

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

6. Correspondence

- [19-0557](#) a. Herald Times Reporter - weekly articles from Director/Staff (April 2019)

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

7. Administrative Reports

- [19-0558](#) a. Director Report - April 2019

Attachments: [Dir Report - April-May 2019](#)

- [19-0559](#) b. Manager Highlights - April 2019

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

- [19-0560](#) c. Monthly Statistics - April 2019

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

- [19-0561](#) d. STAFF UPDATE - SILLI grant Teen art series (Lisa and Julia)

8. Committee Reports

- a. Nominating Committee - refer to agenda item #10c under New Business

9. Old Business

- [19-0580](#) a. MPL Strategic Plan draft (action requested)

Attachments: [memo 5.2019 strategic plan timeline](#)
[Strategic Plan Snapshot NEW 5.6.19](#)
[Strategic Plan FINAL](#)

[19-0606](#) b. West Foundation Grant - The Idea Box (action requested)

Attachments: [Makerspace Expense List](#)
[makerspace layout](#)
[Wall diagram acoustic panels](#)
[Makerspace Glass Walls Quote](#)
[Gantt Chart Redesign Task List](#)
[Gantt Chart Redesign \(1\)](#)
[Gantt Chart Redesign \(2\)](#)

10. New Business

[19-0582](#) a. Request for closure of Library Parking Lot October 4-6 (action requested)

Attachments: [Windigo Fest Parade 10-4-19 to 10-6-19](#)
[Dear Library Board](#)
[windigofestmap](#)

[19-0583](#) b. Budget modification request as a result of 2019 Great Decisions book sales (action requested)

Attachments: [memo 5.2019 Great Decisions budget adjustment](#)

[19-0597](#) c. Nomination of Officer's for 2019-2020 (discussion)

[19-0603](#) d. Continuing Education Corporate Partnership and Tuition Reimbursement Policies (discussion)

Attachments: [Final Training Membership and Tuition Reimbursement Policy rev 2018](#)
[LU Agreement Final for Council](#)
[SLC Memo of Understanding FINAL for Council](#)

[19-0604](#) e. Drug & Alcohol policy (discussion)

Attachments: [FINAL Drug Free Workplace Policy \(All employees\) \(2018\)](#)

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, 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. Personnel Extended Leave Request

(No minutes taken during Closed Session portion)

12. Reconvene in Open Session

- [19-0581](#) 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.