



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, November 23, 2020

5:00 PM

Remotely via Zoom

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. Requests to Amend
3. Public Comment

Members of the public are invited to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter related to the oversight of Manitowoc Public Library. 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.

Those wishing to make public comment without attending the live meeting should call 920-686-3037 and leave a message, or email a message to kstoeger@manitowoc.org by 3:00 pm the day of the meeting.

[20-1148](#)

Attachments:

[PUBLIC COMMENT for Ad Hoc COVID-19 Committee Meeting 11-11-2020](#)

[PUBLIC COMMENT 1 via email for 11-23-2020 mtg](#)

[PUBLIC COMMENT 2 via email for 11-23-2020 mtg](#)

[PUBLIC COMMENT 3 via email for 11-23-2020 mtg - Library Letters](#)

4. Approval of Minutes

- [20-1140](#) -Regular Board Meeting - October 26, 2020
-Ad Hoc COVID-19 Committee Meeting - November 11, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 10-26-2020](#)
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 11-11-2020](#)

5. Financial Reports

- [20-1141](#) -Budget Status (Fund 2810) - October 2020
-Budget Status (Fund 2813) - October 2020
-MPL Operating Budget with the City of Manitowoc for the month of November 2020

Attachments: [BUDGET STATUS - October 2020 \(Fund 2810\)](#)
[BUDGET STATUS - October 2020 \(Fund 2813\)](#)
[Monthly Check Register - November 2020](#)

6. Correspondence

- [20-1142](#) a. Herald Times Reporter - Weekly articles from Director/Staff (October 2020)

Attachments: [HTR Articles - October 2020](#)

7. Administrative Reports

- [20-1143](#) a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [Dir Report - October 2020](#)
[Manager Highlights - October 2020](#)
[Monthly Statistics - October 2020](#)
[Facebook Engagement Stats - October 2020 Programs](#)
[Facebook Engagement Stats - October 2020 Promotions](#)
[Monthly Statistics - October 2020 \(revised\)](#)

- [20-1144](#) b. STAFF UPDATE - Giving Tuesdays Campaign (Tim)

Attachments: [Giving Tuesday Letter](#)

8. Old Business

- [20-1145](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)
- Review proposed metrics for movement between COVID-19 Threat Levels
 - Review of COVID-19 Threat Level planning documentation
 - Review of Facial Coverings on Library Property
 - Review of Library Hours for 2021

Attachments: [COVID 19 Resouces for ad hoc committee 10.12.2020](#)
[UPDATED COVID19 Metrics MPL 11.2020](#)
[DHS Slowing the Spread gating metrics \(for 11-11-2020 mtg\)](#)
[COVID Metrics to Consider for Analysis 11.2020 for 11-23-2020 mtg](#)
[Medium Threat Level for 11-23-2020 mtg](#)
[High Threat Level for 11-23-2020 mtg](#)
[Low Threat Level for 11-23-2020 mtg](#)
[Lifted Threat Level for 11-23-2020 mtg](#)
[Medium Threat Level status 11.2020 for 11-23-2020 mtg](#)

9. New Business

- [20-1146](#) a. 2021 Staff Development & Holiday Closures (action requested)

Attachments: [Holidays and Special Hours 2021](#)
[memo 11.2020 Holiday Revision](#)

- [20-1147](#) b. Establish a Reserve Fund Policy (discussion)

Attachments: [Summary Trial Balance for 11-23-2020](#)
[Retirement Pay Out Projections 10.2020](#)
[Reserve Fund Policy 8.2020](#)

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