



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, October 26, 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.

4. Approval of Minutes

- [20-1058](#)
- Regular Board Meeting - September 28, 2020
 - Personnel Committee Meeting - October 7, 2020
 - Ad Hoc COVID-19 Committee Meeting - October 14, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 9-28-2020](#)
[LEGISTAR MINUTES - Personnel Committee Meeting 10-07-2020](#)
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 10-14-2020](#)

5. Financial Reports

- [20-1059](#) - Budget Status (Fund 2810) - September 2020
- Budget Status (Fund 2813) - September 2020
- MPL Operating Budget with the City of Manitowoc for the month of October 2020

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

6. Correspondence

- [20-1060](#) a. Herald Times Reporter - Weekly articles from Director/Staff (September 2020)

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

7. Administrative Reports

- [20-1061](#) a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [September 2020 - 10.2020 - Dir Report \(10-26-20\)](#)
[September 2020 - Manager Highlights \(10-26-20\)](#)
[Facebook Engagement Stats - Promotions Sept 2020](#)
[Facebook Engagement Stats - Programs Sept 2020](#)
[Monthly Stats 2020](#)
[Monthly Stats July 2020 \(wi-fi stats\)](#)
[Monthly Stats - August 2020 \(wi-fi stats\)](#)

- [20-1062](#) b. STAFF UPDATE - Materials Request Form online (Laura)

Attachments: [ONLINE ILL REQUEST FORM ATTACHMENT FOR 10-26-20 Board Meeting](#)

8. Old Business

[20-1063](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)

Attachments: [COVID19 Resources for ad hoc committee 9.14.2020](#)
[COVID 19 Resouces for ad hoc committee 10.12.2020](#)
[statewide public library curbside 10.2020](#)
[Medium Threat Level \(10-26-20\)](#)
[Low Threat Level \(10-26-20\)](#)
[High Threat Level\(10-26-20\)](#)
[Lifted Threat Level\(10-26-20\)](#)
[DHS Slowing the Spread gating metrics](#)
[COVID Metrics to Consider for Analysis 10.2020](#)
[Medium Threat Level status 10.2020](#)

9. New Business

[20-1064](#) a. 2021 Resource Library Agreement (action requested)

Attachments: [R L Agreement 2021 DRAFT \(10-26-20\)](#)

[20-1065](#) b. Quarter 3 Budget Exception Report (discussion)

Attachments: [QTR 3 - 2020-Budget Exception Report](#)

[20-1066](#) c. Self-Care days 2021 (possible action)

Attachments: [memo 9.2020 Self-Care Days 2021](#)

10. 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 will be considered in closed session is the following:

a. Promotion/Hire of Close Relative - Materials Department

b. 2020 Executive Director Annual Evaluation

(No minutes taken during closed session)

11. Reconvene in Open Session

[20-1067](#) a. Promotion/Hire of Close Relative - Materials Department (action requested)

[20-1068](#)

b. 2020 Executive Director Annual Evaluation (action requested)

12. 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.