



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, September 28, 2020

5:00 PM

Manitowoc Public Library Balkansky
Community Room and via GoToMeeting

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

- [20-0936](#) - Ad Hoc COVID-19 Committee Meeting - August 19, 2020
- Regular Board Meeting - August 24, 2020
- Ad Hoc COVID-19 Committee Meeting - September 16, 2020

Attachments:

- [LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 8-19-2020](#)
- [LEGISTAR MINUTES - Regular Board Meeting 8-24-2020](#)
- [LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 9-16-2020](#)

5. Financial Reports

- [20-0937](#) - Budget Status (Fund 2810) - August 2020
- Budget Status (Fund 2813) - August 2020
- MPL Operating Budget with the City of Manitowoc for the month of September 2020

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

6. Correspondence

- [20-0938](#) a. Herald Times Reporter - weekly articles from Director/Staff (August 2020)

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

7. Administrative Reports

- [20-0940](#) a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [August 2020 - 9.2020](#)
[August 2020 Manager Highlights](#)
[SRP 2020 Survey Results Sept. 2020](#)
[Monthly Statistics - August 2020](#)
[Facebook Engagement Stats August 2020 Programs](#)
[Facebook Engagement Stats August 2020 Promotions](#)

- [20-0941](#) b. STAFF UPDATE - Battle of the Books (Julia and Carrie)

Attachments: [Staff Update - Battle of the Books](#)

8. Old Business

- [20-0973](#) a. 2021 Budget (action requested)

Attachments: [2020-2021 Budget Worksheet BOARD \(4\)](#)
[2020-2021 Budget Worksheet BOARD possible amend](#)
[Manitowoc County - 6-18-20](#)
[debt service funds 2014-2023](#)
[Final Impact Snapshot - 2019\(2\)](#)

[20-0974](#) b. Impact of COVID-19 on MPL Services and Staff (action requested)

Attachments: [MPL COVID-19 Transition Plan 9.2020 draft](#)
[COVID19 Resources for ad hoc committee 9.2020](#)
[COVID Committee Stats](#)
[Pandemic Protocols - City of Manitowoc 8.2020](#)

9. New Business

[20-0978](#) a. Backfill Materials Page Position (action requested)

Attachments: [memo Backfill Shelving Page 9.2020](#)
[Backfill Shelving Page 8.2020 A](#)

[20-0979](#) b. Backfill Public Services Assistant Position (action requested)

Attachments: [memo 9.2020 Backfill PS Assistant](#)

[20-0980](#) c. 2020 December Board meeting schedule (action requested)

Attachments: [memo 9.2020 December Board meeting](#)

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 may be considered in closed session is the following:

- a. Promotion/Hire of Close Relative - Materials Department
- b. Promotion/Hire of Close Relative - Public Services Department

(No minutes taken during Closed Session portion)

11. Reconvene in Open Session

[20-0982](#) a. Promotion/Hire of Close Relative - Materials Department (action requested)

[20-0983](#) b. Promotion/Hire of Close Relative - Public Services Department (action requested)

12. Adjournment

Submitted by Mary Davis, Recording Secretary