



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, August 24, 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.

[20-0852](#)

Attachments: [PUBLIC COMMENT 1 via email for 8-19 and 8-24 mtgs](#)

4. Approval of Minutes (action requested)

[20-0849](#) - Regular Board Meeting - July 27, 2020
 - Finance Committee Meeting - August 13, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 7-27-2020](#)
 [LEGISTAR MINUTES - Finance Comm Mtg 8-13-2020](#)

5. Financial Reports (action requested)

- [20-0850](#) - Budget Status (Fund 2810) - July 2020
- Budget Status (Fund 2813) - July 2020
- MPL Operating Budget with the City of Manitowoc for the month of August 2020

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

6. Correspondence

- [20-0851](#) a. Herald Times Reporter - weekly articles from Director/Staff (July 2020)

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

7. Administrative Reports

- [20-0853](#) a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [Dir Report - July 2020](#)
[Manager Highlights - July 2020](#)
[PUBLIC SERVICES July 2020 Monthly Report](#)
[Monthly Stats July 2020](#)
[Facebook Engagement Stats - Programs July 2020](#)
[Facebook Engagement Stats - Promotions July 2020](#)

- [20-0854](#) b. STAFF UPDATE - Summer Read (Julia, Meredith and Carrie)

Attachments: [SRP Staff Update \(1\)](#)

8. Committee Reports

- a. Finance Committee meeting - August 13, 2020 (Trustee Bundy-Jost)
b. Ad Hoc COVID-19 Committee meeting - August 19, 2020 (Trustee Neuenfeldt)

9. Old Business

[20-0855](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)

Attachments: [MPL COVID-19 Transition Plan 8 2020](#)
[Work From Home Guidelines and Procedures 8 2020 draft](#)
[High Threat Level](#)
[Medium Threat Level](#)
[Low Threat Level](#)
[Lifted Threat Level](#)

[20-0856](#) b. 2021 Budget (action requested)

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

[20-0857](#) c. Quarter 2 Exception Report (discussion)

Attachments: [QTR 2 - 2020-Budget Exception Report](#)

10. New Business

[20-0858](#) a. Removal of secretary position from Bylaws (action requested)

Attachments: [BYLAWS draft 8.2020](#)

[20-0859](#) b. Revisions to MPL Board Bylaws (action requested)

Attachments: [BYLAWS draft 8.2020](#)
[Memo re Library Bylaws and Ex Officio Status \(2\)](#)

[20-0860](#) c. Reserve Fund Balance (discussion)

Attachments: [memo reserve fund balance 8.2020](#)
[Fund Balance Summary](#)
[Summary Trial Balance](#)
[AGWashburn](#)

[20-0861](#) d. Backfill Materials Page position (action requested)

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

11. 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.