



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda

### Library Board

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Monday, July 27, 2020

5:00 PM

Manitowoc Public Library Balkansky Community  
Room/remotely via GoToMeeting

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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. Procedural Comments or 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 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](mailto:kstoeger@manitowoc.org) by 4:00 pm the day of the meeting.

[20-0755](#)

**Attachments:**      [PUBLIC COMMENT for 7-27-2020](#)  
[PUBLIC COMMENT 2 for 7-27-2020](#)

4. Minutes (action requested)

[20-0670](#)      Regular Board Meeting - June 22, 2020

**Attachments:**      [LEGISTAR MINUTES - Regular Board Meeting 6-22-2020](#)

[20-0754](#) Finance Committee Meeting - July 22, 2020

**Attachments:** [LEGISTAR MINUTES - Finance Comm Mtg 7-22-2020](#)

## 5. Financial Reports (action requested)

[20-0671](#) Budget Status - June 2020 (Fund 2810)

**Attachments:** [BUDGET STATUS - June 2020 \(Fund 2810\)](#)

[20-0676](#) Budget Status - June 2020 (Fund 2813)

**Attachments:** [BUDGET STATUS - June 2020 \(Fund 2813\)](#)

[20-0677](#) MPL Operating Budget with the City of Manitowoc for the month of July 2020

**Attachments:** [Monthly Check Register - July 2020](#)

## 6. Correspondence

[20-0745](#) a. Herald Times Reporter - weekly articles from Director/Staff (June 2020)

**Attachments:** [HTR Articles - June 2020](#)

## 7. Administrative Reports

[20-0683](#) a. Director Report  
Manager Highlights  
Monthly Statistics

**Attachments:** [Dir Report - June 2020](#)  
[Manager Highlights - June 2020](#)  
[Monthly Stats June 2020](#)  
[Facebook Engagement Stats - Posts June 2020](#)  
[Facebook Engagement Stats - Programs June 2020](#)  
[Facebook Engagement Stats - Promotions June 2020](#)

[20-0686](#) b. STAFF UPDATE - 2020 summer interns (Lydia and Hayley)

**Attachments:** [Board of Trustees Presentation 2020](#)  
[Medium Threat Level draft](#)  
[High Threat Level draft](#)

## 8. Old Business

[20-0746](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)

**Attachments:** [MPL COVID-19 Transition Plan 7.2020 track changes](#)  
[MPL COVID-19 Transition Plan 7.2020](#)  
[COVID19 emergency planning threat levels](#)  
[Res Requiring Face Masks in City Buildings 7.2020](#)

## 9. New Business

[20-0747](#) a. 2020-2021 Library Board Committee appointments (action requested)

**Attachments:** [TRUSTEE CONTACT LIST 2020-2021](#)

[20-0748](#) b. 2021 Budget (discussion)

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

[20-0749](#) c. Quarter 2 Exception Report (discussion)

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

[20-0750](#) d. Revisions to MPL Board bylaws (action requested)

**Attachments:** [BYLAWS approved June 2017](#)

[20-0751](#) e. Backfill Public Services Assistant (action requested)

**Attachments:** [7.2020 Backfill PS Assistant](#)

## 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.