



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, May 18, 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. Public Comment**

Members of the public will be permitted to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter of public interest. 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.

Public comment may be made by calling in to 920-686-3037 and leaving a message, or emailing a message to kstoeger@manitowoc.org by 4:00 pm the day of the meeting.

Manitowoc Public Library Board of Trustees meeting
Mon., May 18, 2020 5:00 PM - 6:00 PM (CDT)

Join Zoom Meeting

<https://us02web.zoom.us/j/82076596365>

Meeting ID: 820 7659 6365
One tap mobile
+13017158592,,82076596365# US (Germantown)
+13126266799,,82076596365# US (Chicago)

Find your local number: <https://us02web.zoom.us/j/82076596365>

None

3. Approval of Minutes (action requested)

[20-0485](#) a. Regular Board Meeting - April 27, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 4-27-2020](#)

[20-0486](#) b. Personnel Committee Meeting - May 5, 2020

Attachments: [LEGISTAR MINUTES - Personnel Committee Meeting 5-5-2020](#)

4. Approval of Budget Status (action requested)

[20-0487](#) a. April 2020 - Fund 2810

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

[20-0488](#) b. April 2020 - Fund 2813

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

5. Approval of Bills/Check Register (action requested)

[20-0489](#) a. MPL Operating Budget with the City of Manitowoc for the month of May, 2020

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

6. Administrative Reports

[20-0491](#) a. Director Report - April 2020

Attachments: [April 2020 - 5.2020](#)

[20-0492](#) b. Manager Highlights - April 2020

Attachments: [April 2020](#)

[20-0493](#) c. Monthly Statistics - February, March, April 2020

Attachments: [Monthly Statistics - February 2020](#)

[Monthly Statistics - March 2020](#)

[Monthly Statistics - April 2020](#)

[Facebook Engagement Stats - March April 2020 Programs](#)

[Facebook Engagement Stats - March April 2020 Posts](#)

[Facebook Engagement Stats - March April 2020 Promotions](#)

- [20-0494](#) d. STAFF UPDATE - SILLI grant Idea Box collection (Sue Chaney and Lisa Glenn)

Attachments: [items purchased with SILLI](#)

7. Committee Reports

- [20-0495](#) a. Personnel Committee Meeting - May 5, 2020 (Trustee Thennes)

8. Old Business

- [20-0496](#) a. Impact of COVID-19 on MPL Services and Staff (possible action)

Attachments: [Copy of COVID19 emergency planning](#)
[Transition Plan for Reopening on May 26 2020 \(1\)](#)
[COVID REOPEN PLANS.docx \(1\)](#)

9. New Business

- [20-0497](#) a. Temporary revision to Employee Policy Manual (EPM) regarding leave accrual (action requested)

Attachments: [memo 5.2020 Temporary revision to EPM regarding leave accrual](#)

- [20-0498](#) b. Updated job descriptions for Manitowoc Public Library (action requested)

Attachments: [Executive Director draft 7.2019](#)
[Public Services Manager draft 7.9.19](#)
[Youth Services Manager draft 6.7.19](#)
[Materials Manager draft 8.24.19](#)
[Facilities Manager draft 5.9.19](#)
[Librarian 4.19.19 draft](#)
[Associate draft 3.11.19](#)
[Business Office Coordinator 3.11.19 draft](#)
[IT Technician 3.11.19 draft](#)
[Marketing Technician 3.11.19 draft](#)
[Materials Technician 3.11.19 draft](#)
[Assistant 3.11.19 draft](#)
[Clerk 3.11.19 draft](#)
[Page 3.11.19 draft](#)
[Maintenance Technician 3.11.19 draft](#)

[20-0499](#) c. 2020 MPL analysis in regards to Wisconsin State Standards (discussion)

Attachments: [2020 review against state standards](#)

[20-0517](#) d. Lions Club Mailbox request for Library property (action requested)

Attachments: [Lions Club Mailbox Proposal](#)

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. 2020 Mid-year performance evaluation of Library Director
- b. Employee leave request

(No minutes taken during Closed Session)

11. Reconvene in Open Session

[20-0500](#) a. 2020 Mid-year performance evaluation of Library Director (action requested)

[20-0515](#) b. Employee leave request (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.