



# City of Manitowoc

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

## Meeting Agenda

### Library Board

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Monday, April 27, 2020

5:00 PM

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. 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.

Manitowoc Public Library Board of Trustees meeting  
Mon., Apr 27, 2020 5:00 PM - 6:00 PM (CDT)

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

#### 3. Approval of Minutes

[20-0392](#) a. Regular Board Meeting - April 2, 2020

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 4-2-2020](#)

#### 4. Approval of Budget Status (action requested)

[20-0393](#) a. March 2020 - Fund 2810

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

[20-0394](#) b. March 2020 - Fund 2813

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

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

[20-0395](#) a. MPL Operating Budget with the City of Manitowoc for the month of April, 2020

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

## 6. Administrative Reports

[20-0396](#) a. Director Report - February 2020

**Attachments:** [February 2020 - 3.2020](#)

[20-0397](#) b. Director Report - March 2020

**Attachments:** [March 2020 - 4.2020](#)  
[2020 LJ Library of the Year application](#)

[20-0398](#) c. Manager Highlights - February 2020

**Attachments:** [February 2020](#)

[20-0399](#) d. Manager Highlights - March 2020

**Attachments:** [March 2020](#)  
[March 20 Monthly Report - Facilities](#)

[20-0400](#) e. Monthly Statistics - March 2020

**Attachments:** [Monthly Statistics - February 2020](#)  
[Monthly Statistics - March 2020](#)  
[Facebook Engagement Stats - March 2020](#)  
[WPLC Pandemic Data Usage](#)

## 7. Old Business

[20-0401](#) a. Library policy review regarding fines and fees (possible action)

## 8. New Business

[20-0403](#) a. Budget Exception Report Quarter 1 (discussion)

**Attachments:** [Copy of QTR 1 - 2020-Budget Exception Report](#)

[20-0404](#) b. 2020-2021 Foundation allocation (action requested)

**Attachments:** [2020 Spending Plan 2813](#)

[20-0405](#) c. Modification request to personnel incentive for 2020 circulation goal (action requested)

**Attachments:** [memo 8.2019 Personnel Incentive for 2020 Circulation Goal UPDATE](#)

## 9. 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. Impact of COVID-19 on MPL Services and Staff

(No Minutes taken during Closed Session portion)

## 10. Reconvene in Open Session

[20-0402](#) a. Impact of COVID-19 on MPL Services and Staff (possible action)

## 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.