



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, March 27, 2017

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

Due to lack of a quorum, only discussion items will be covered.
The meeting was called to order by President Fred Hazlewood at 5:04 p.m.

Others present: Stoeger, Davis, Meier, Juza, Schreiner, Eisenschink, Kunde and Staveness

Present: 5 - Brey, Hazlewood, Hunter, Vollendorf and Zimmerman

Excused: 6 - Doneff, Kornely, Myers, Reinertson, Thennes and Holschbach

2. Approval of Minutes (action requested) None

[17-0320](#) a. Finance Committee Meeting - February 27, 2017

Attachments: [Finance Comm Mtg 2-27-17 430pm](#)

[17-0321](#) b. Regular Board Meeting - February 27, 2017

Attachments: [Regular Board Meeting 2-27-17 5pm](#)

[17-0350](#) c. (REVISED) Minutes of the April 25, 2016 Regular Board Meeting

Attachments: [REVISED MINUTES OF THE April 25, 2016 Regular Bd Mtg 5pm](#)

3. Approval of Budget Status Reports (action requested) None

[17-0318](#) a. February 2017 - Fund 2810

Attachments: [BUDGET STATUS - February 2017 \(Fund 2810\)](#)

[17-0319](#) b. February 2017 - Fund 2813

Attachments: [BUDGET STATUS - February 2017 \(Fund 2813\)](#)

4. Approval of Bills/Check Register (action requested) None

[17-0342](#) a. MPL Operating/Budget with the City of Manitowoc for the month of March, 2017 (*action requested*)

5. Correspondence

- [17-0324](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (December 2016 thru February 2017)

Attachments: [HTR Weekly Articles \(12-16 thru 2-17\)](#)

- [17-0325](#) b. Thank you note from former MPL patron.

Attachments: [Thank you note from former MPL patron](#)

6. Administrative Reports

- [17-0326](#) a. Director's Report (February, 2017)

Attachments: [Dir Report - February 2017](#)

Stoeger reported on the following:

Lynn Christiansen was hired as the new Children's Services Associate.

Mary Petersen was hired as the new Literacy Coordinator.

MPL was awarded a WAICU Internship Scholarship and will have a 40 hour/week for 10 weeks intern fully paid for by Wisconsin Association of Independent Colleges and Universities.

The Adult Literacy Program has received three magazine subscriptions, at no cost, for tutor/learner partners.

Manitowoc and Two Rivers libraries will partner together in 2018 for the annual National Library Week Libraries Promote Strong Communities campaign.

Stoeger attended Library Legislative Day on February 21, 2017. This was a great opportunity to meet with our state legislators and talk about some of the great things we are doing at MPL.

Milwaukee Journal Sentinel and New York Times microfilm will be put back into the Manitowoc Room.

Great Decisions 2017 series was a huge success, with a total record attendance reaching 950.

Harry Potter "Wizards World" event is scheduled for April 22, 2017.

[17-0327](#) b. Manager Highlights (February, 2017)

Attachments: [Manager Highlights - February 2017](#)

[17-0328](#) c. Monthly Statistics (February, 2017)

Attachments: [Monthly Statistics - February 2017](#)

d. Staff update - Citizenship Information Center

7. Committee Reports

a. Personnel Committee

b. Finance Committee

c. Buildings Committee

d. Long-Range Planning Committee

e. Nominating Committee

8. New Business

[17-0334](#) a. Agreement with Carlson Dettmann Consulting, LLC for market measurement and pay plan management services of the Library's original compensation pay plan (*action requested*) None

Attachments: [CARLSON DETTMANN AGREEMENT MEMO](#)
[Manitowoc Library Market Review PSA 032117](#)

There was concern over holding off on this discussion until the April Regular Board meeting. The consensus among trustees in attendance was to call a Special Meeting, to be held on Wednesday, April 5, 2017 at 5:00 p.m.

[17-0335](#) b. Review Service League of Manitowoc County grant for Wireless Hotspots (*discussion*)

Attachments: [MEMO Review Service League of Manitowoc County grant for Wireless Hotspots \(discussion\)](#)
[Manitowoc Public Library Service League Grant Application](#)

Before the start of this meeting, MPL was notified that we did not receive this grant, but will look for other ways to fund the service contracts for Wireless Hotspots.

[17-0336](#) c. Review *A Community Thrives* grant through USA Today for remote book

vending machines for ease of access to library materials (*possible action*)
None

Attachments: [MEMO Review A Community Thrives grant through USA Today for remote book vending machines for ease of access to library material](#)

Discussion only, with an informal agreement to move forward with this idea.

[17-0337](#)

d. Partnership with MPSD to provide Virtual Library Cards to students beginning 2017-2018 School Year (*possible action*) None

Attachments: [COLLABORATION WITH MPSD VIRTUAL CARDS](#)
[Milwaukee Public Library Virtual Library Card article](#)

Discussion only, with an informal agreement to move forward with this idea.

[17-0339](#)

e. Library Systems and Services Wisconsin marketing campaign (*discussion*)

Attachments: [MEMO 2017 Library Systems and Services Marketing Campaign](#)
[Library Systems and Services article](#)
[Library Systems and Services information FYI](#)
[Cost per circ MPL \(regarding LLS\)](#)

Discussion only.

[17-0340](#)

f. Authorize separation of 2812 Fund into 2811 and 2812 for restricted and unrestricted donations, respectively (*action requested*) None

Attachments: [MEMO Authorize separation of 2812 Fund into 2811 and 2812 for restricted and unrestricted donations, respectively](#)

9. Convene in Closed Session

10. Reconvene in Open Session

[17-0344](#)

a. Possible action on Closed Session subject matter None

11. Adjournment

A motion was made by Hazlewood, seconded by Vollendorf, to adjourn at 5:40 p.m.

Submitted by Mary Davis, Recording Secretary